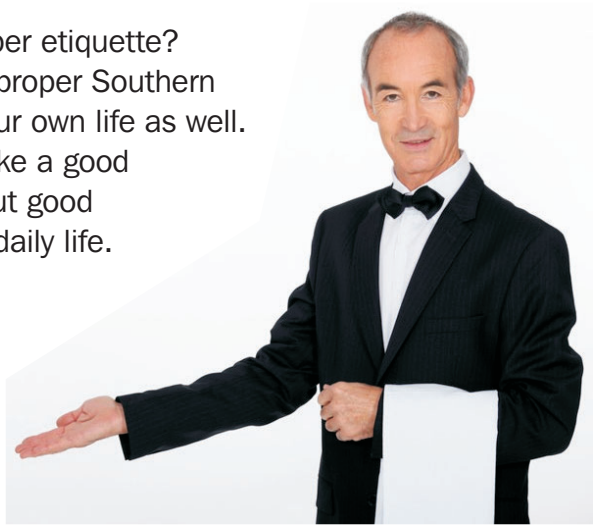
Etiquette Skills

WHAT DO YOU PICTURE when you think of proper etiquette? Maybe you picture an English butler or a proper Southern lady. But etiquette plays an important part in your own life as well. Manners help you get along with others and make a good impression. In this unit, you will learn more about good manners and how you should use them in your daily life.



Objective:

Explain basic social etiquette.

Key Terms:

culture
entrée
etiquette
host
manners
rudeness
traditions
valet

Social Etiquette

Your mother may tell you to "mind your manners," but the manners you are expected to use may vary, depending on your culture and the situation. Using proper etiquette and table manners helps you put others at ease and make a good impression, which could be important in business and social situations throughout your life.

MANNERS

Manners are customs and traditions of a society that govern how people treat one another and how they behave in social situations. Yet **traditions** are the handing down of information, beliefs, and customs by word of mouth or example from one generation to another. Manners are thousands of years old. In the 11th century in France, people were condemned for being the first to use forks when they ate. The church clergy decided that since food was a gift from God, as were fingers, only the human hand was fit to touch it.

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ETIQUETTE

Etiquette is the set of rules that give expression to manners, which can vary from culture to culture. Some of the old rules are thrown out as new rules emerge. Etiquette has context-sensitive meaning. For example, many cultures include subcultures, such as teenagers, bikers, office holders, minorities, or same-sex settings.

Culture is the integrated pattern of human behavior that includes thought, speech, action, and artifacts. Culture depends upon peoples' capacity for learning and transmitting knowledge to succeeding generations.

IMPORTANCE OF MANNERS

Manners are important for many reasons. For instance, they put people at ease and make others feel comfortable. Also, manners impress people and build good self-esteem. They allow people to live and work together without excessive friction. In addition, manners can help you get a job, obtain what you want from your parents, gain compliments and respect, impress the opposite sex, and receive help from teachers. In contrast, **rudeness** is an insensitive verbal expression or behavior. Ignore rudeness. Instead, use good manners and self-control. Be polite, which is a sign of strength and is an acquired skill.

SETTING THE TABLE

Place dinnerware, flatware, glassware, and napkins in the proper place for each place setting. The dinner plate should be in the center of each place setting, about 1 inch from the edge of the table. Place napkins to the left of the dinner plate, or fashionably folded napkins can be placed on the dinner plate.

Place dinner forks to the left of the plate, and put salad forks to the left of the dinner fork. Place dinner knives to the right of the place setting, with the blade facing the plate. Put the spoons to the right of the knives. Place salad plates above the forks, and place water glasses just above the tip of the knives. Place cups and saucers to the right of the spoon.



FIGURE 1. There is a proper way to set the table, with forks to the left of the plate and knives and spoons to the right.

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FURTHER EXPLORATION...

ONLINE CONNECTION: Technology and Etiquette

While many rules of etiquette have stood the test of time for generations, technology has required some new rules about what is proper. For example, is it ever okay to answer your cell phone or send a text message at the dinner table? Visit the following websites to read more about technology and etiquette. Then create a poster on the etiquette rules for cell phones. List at least five points, including times when it is never acceptable to use your cell phone and situations in which it is always acceptable to answer a call. Are you guilty of breaking any of the rules? Think about how you are affecting your dining companions, as well as people nearby.

http://www.emilypost.com/communication-and-technology/telephone-and-cell-phone-manners/259-texting-at-thedinner-table

http://thenextweb.com/socialmedia/2011/09/07/does-social-media-encourage-bad-table-manners/

TABLE MANNERS

Use good table manners while eating at home and when eating out. Place a napkin on your lap. Eat quietly, and chew with your mouth closed. Do not talk with food in your mouth.

Flatware is designed to be used for specific courses. It is utilized from the outside to the inside, so you work your way closer to the plate. For example, if a salad is served before your main course, the salad fork is the outermost (far left) fork at your place setting. After that course, you will use the next fork for the main course.

Never use your fingers to push food onto your fork. It is acceptable to eat some foods with your fingers. Examples of those foods are corn-on-the-cob, sandwiches, French fries, grapes, and toast.

Eating out requires more knowledge of technical terminology. **Entrée** is the choice of main courses on the menu. The **host** is often the first person to greet you at the restaurant, and this individual typically takes you to your seat. A **valet** is a person who parks your car.

Summary:



Manners are customs and traditions of a society that govern how people treat one another and how they behave in social situations. Etiquette is the set of rules that give expression to manners, which can vary from culture to culture. Manners are important for many reasons. They put people at ease and make others feel comfortable. Manners can help you get a job, impress the opposite sex, and receive help from teachers.

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Place dinnerware, flatware, glassware, and napkins in the proper place for each place setting. Use good table manners while eating at home and when eating out. It is acceptable to eat some foods with your fingers, such as corn-on-the-cob, sandwiches, French fries, grapes, and toast.

Checking Your Knowledge:



1. Why are manners important?
2. What is rudeness, and what should you do when someone is rude to you?
3. Describe the proper way to set a table.
4. Give examples of good table manners.
5. What are some examples of finger foods?

Expanding Your Knowledge:



Work with a partner to practice setting the table. Create different scenarios. For example, instruct your partner to set the table for a meal that will include soup, salad, and an entrée, or an entrée followed by dessert and coffee. You can even practice folding cloth napkins to add a special touch to your place setting.

Web Links:



Culture and Etiquette
http://www.culturecrossing.net/

Finger Foods
http://www.cuisinenet.com/glossary/fingers.html

Table Manners
http://www.mannersinternational.com/etiquette_tips_table.asp

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