

The background image shows a restaurant interior with several tables and chairs. In the foreground, a dark wooden table is set with a white salt shaker, a glass jar of spices, and a menu. The text 'Dining ETIQUETTE' is overlaid on a semi-transparent white box in the center of the image. The word 'Dining' is in a large, blue, sans-serif font, and 'ETIQUETTE' is in a smaller, black, all-caps, sans-serif font.

# **Dining** **ETIQUETTE**

**Formal & Informal**

# Work is going well,



# But it's time for a client dinner

== HOW DO *you behave* and not embarrass ==  
yourself or the company?

# The Scenario:

**You are working in sales for the Milwaukee Brewers. You're really hoping to get Harley Davidson to not only continue to sponsor the Brewers, but also add to their sponsorship and give you a motorcycle to give away at a game.**

**You have invited the head Marketing Manager, the Assistant Marketing Manager from Harley. You are bringing along your intern and need to make sure he is trained on how to behave.**



# The Intern:

## Meet Owen:

- A Junior at UW Milwaukee
- Wants to go into Sales Management
- Been on the job 3 weeks
- Has never had a 'real job' before
- This is his first dinner meeting and he's nervous







# Brainstorm

In groups,  
come up with  
===== 5-10 =====  
dining etiquette  
rules we want  
Owen to know

# How Does Vivian Do?

## Dinner Scene



What goes right? / What goes wrong?  
Any new advice for Owen?

# Before Dinner

1. **If you're the Host - Pick a restaurant you know**
  - a. **Make sure it's food that everyone could like**
2. **If you're the Invitee - RSVP**
  - a. **Make sure they know you accept the invitation and don't invite anyone else**
3. **Attire & Proper Care**
  - a. **What type of restaurant is it? Formal? NO Jeans!**
  - b. **Dress work appropriately, even error on the side of being overdressed**
  - c. **Shower, smell nice, same as regular work behavior**
4. **Be Early**
  - a. **10-15 minutes early is expected**
5. **Do Your Research**
  - a. **Who's coming with? Names? Spouses names? Job Titles?**

# Is this you?

## How do you react to people like this?





# At the Table

1. Shake hands with everyone
2. Cell Phones
  - a. Turn it off and put it away
3. Store your stuff under your chair
4. Wait to sit until your host sits first
5. Keep your elbows off the table
  - a. Rest the hand you are not using in your lap
6. Be respectful to the staff
  - a. Please & Thank You

# Dinner Conversation

In groups,  
come up with  
10 questions  
you can ask  
to keep the  
conversation going

# Dinner Conversation Do's

1. How's Business?
2. Have you heard about.....(News)?
3. Popular Books / Movies / TV Shows
4. Sports
5. Medical/Technology Advances
6. Travel





# Dinner Conversation Don'ts

1. Religious beliefs
2. Financial situation
3. Terminal illness or any illness
4. Details about a divorce or an affair
5. Someone's weight, height, shoe size, age or mental health
6. Harmful gossip
7. Telling racial, ethnic, and sexually oriented jokes



# During Dinner

1. Place your napkin in your lap right away
2. Pour others' water before your own
3. Never start eating until everyone has their food
4. Pass food to the right (Counter-Clockwise)
5. Don't reach over someone, ask for them to pass it
6. Don't cut all your food before you begin eating
7. Never talk when you have food in your mouth
  - a. Or with a fork in your hand
8. If you are drinking from a stemmed glass, hold it by the stem
9. Don't drink too much
10. If you drop a utensil, the 5 second rule doesn't count. Get a new one.

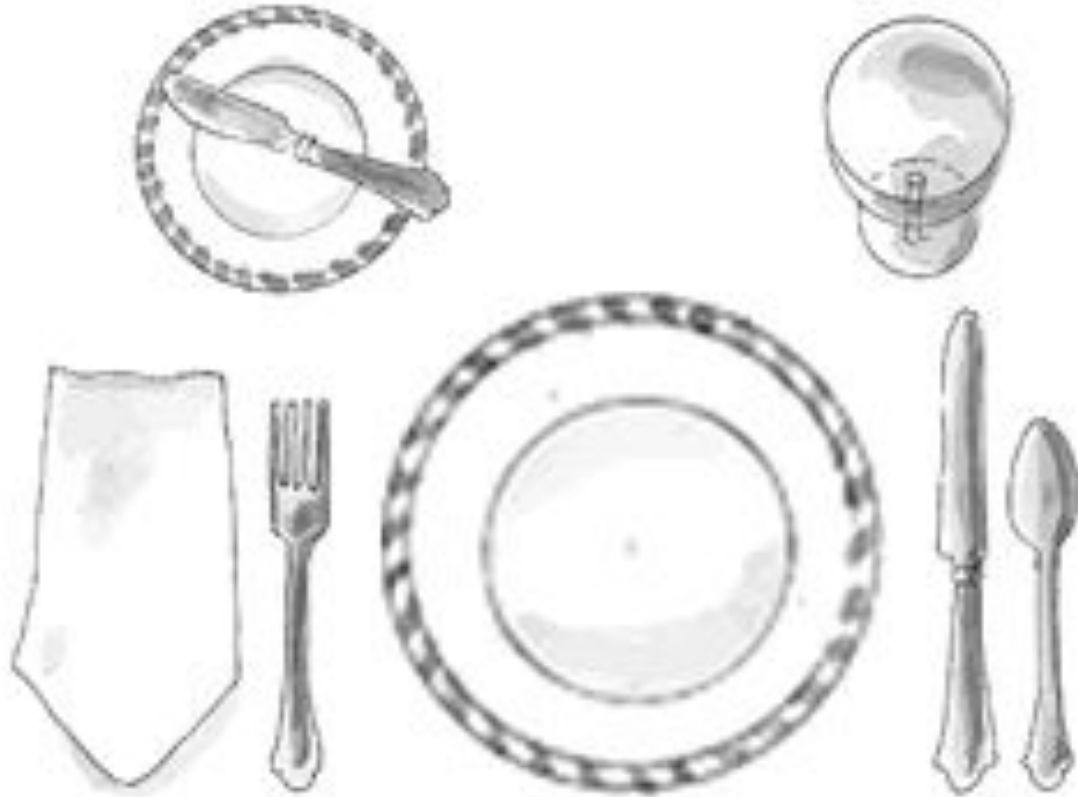
# Food

1. Be ready to place your order
2. Don't order the most expensive item
3. Don't order "trouble" foods
  - a. Beware of spaghetti, sushi, ribs, burgers, lobster, finger foods, anything with a lot of sauce, or anything that can get stuck in your teeth, like spinach, broccoli, and anything with seeds
4. Spoon shared sauces onto your plate
  - a. Do NOT dip your food in it
5. Don't overeat or undereat
6. Eat with your mouth closed

# After Dinner

1. When you finish eating, leave your utensils on your plate or in your bowl
2. After you finish eating, partially fold your napkin and place it to the left of your plate
3. Do NOT ask to take your leftovers with you
4. Whomever set up the dinner should pay for it
5. Tip -
  - a. 20% is standard for the bill before taxes
  - b. Valet - \$2-\$10 depending on restaurant type
6. Don't forget to thank your host

# Basic Table Setting





# Basic Table Setting

Butter Knife  
Bread Plate



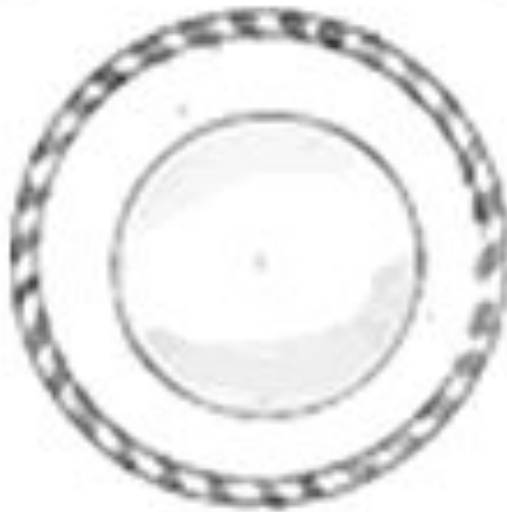
Water Glass



Napkin



Fork



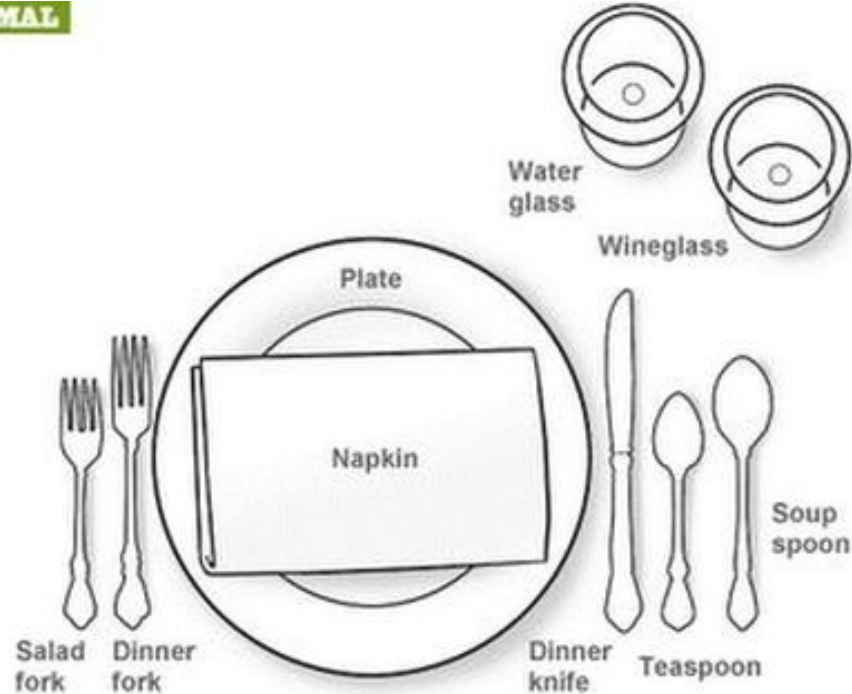
Plate



Knife & Spoon

# Informal Table Setting

INFORMAL



Utensils are placed one inch from the edge of the table

# Formal Table Setting

## DINNER PLACE SETTING

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

VECTOR | EPS10



## PLACE SETTING DETAILS

- 1 NAPKIN
- 2 SALAD FORK
- 3 DINNER FORK
- 4 DINNER PLATE
- 5 SALAD PLATE
- 6 SOUP BOWL
- 7 DINNER KNIFE
- 8 SALAD KNIFE
- 9 DINNER SPOON
- 10 SOUP SPOON
- 11 BUTTER KNIFE
- 12 BREAD PLATE
- 13 DESSERT SPOON
- 14 DESSERT FORK
- 15 WATER GOBLET
- 16 RED WINE GLASS
- 17 WHITE WINE GLASS

# FORMAL DINNER SETUP ANSWERS

1. Napkin	2. Salad Fork	3. Dinner Fork
4. Dinner Plate	5. Salad Plate	6. Soup Bowl
7. Dinner Knife	8. Salad Knife	9. Dinner Spoon
10. Soup Spoon	11. Butter Knife	12. Bread Plate
13. Dessert Spoon	14. Dessert Fork	15. Water Goblet
16. Red Wine Glass	17. White Wine Glass	



A study desk setup featuring a laptop on the left, a smartphone in the center displaying a social media post, a notebook on the right, and a pen held by a hand. A small potted plant sits in the background. The scene is dimly lit, with a dark overlay across the image.

# Study Your Notes

QUIZ next class!