



Courtesy for Children,
Youth, Teens, and Social IQ

MANNERS ON THE MENU

DINING FOR ALL AGES

INSTRUCTOR GUIDE



TABLE OF CONTENTS

Rationale..... 2

How to Use This Manual..... 2

Introduction: Getting the Lessons Started 3

Dining History and Customs..... 5

Setting the Table 7

The Place Setting 8

 Setting Practice 9

 Six Course Place Setting.....10

 Full Formal Setting Diagram.....12

Rules for Utensils and Dining Tools14

Styles of Eating 17

Silent Service Signals19

Eating Various Courses..... 20

Manners at the Table 25

Eating Various Foods 28

Test Your Dining Knowledge Quiz with Answers 29

Tips for Restaurant Dining 30

Finessing the Buffet31

Accepting Invitations..... 32

Using Chopsticks and Japanese Dining 33

Dining Review Quiz with Answers 37

Dining Etiquette Activities..... 38



RATIONALE:

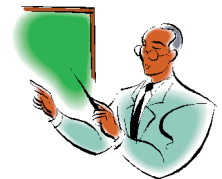
Increasingly, “soft skills” or social skills, that may have been overlooked in our constantly changing “high-tech, low-touch” world, are garnering interest from parents, teachers and employers.

Social skills such as how to communicate, how to entertain, how to conduct yourself in social settings, how to dress appropriately and how to eat and drink politely, are now expected and respected behaviours in most social and business settings. In many interview situations or on the job, an ability to communicate confidence when you are eating or drinking can be as important as technical skills, depending on your job title.

Knowing the rules for dining and having the ability to consistently practice the technical skills related to eating will allow you to feel more comfortable in dining situations. And, if you are more comfortable, you can make others more comfortable, and that is really what good manners are all about.

How to Use This Guide:

This instructor guide includes information (wherever you see this symbol) that instructors should know and be able to explain to participants. There are also answer keys for the quizzes and a list of activities to help make the sessions interesting.



Along with this guidebook comes a Participant Manual that includes quizzes, practice exercises, and handouts. Generally, the manual is not intended to be reprinted in its complete form as a participant workbook unless you are teaching a full day dining course. Instead, we encourage the instructor to choose a few pages from the masters file that are relevant to the topic they are speaking about and reprint those few pages for participants. Be careful not to give too many worksheets. We recommend four-six maximum for a 2.5 hour session. Remember, there will be a lot of food and dishware to keep participants busy.

Instructors are also encouraged read etiquette books on dining, hostess etiquette, serving and related topics. They should also include news clippings, stories, excerpts from books and any editorials, and practice materials they design, as handout materials when offering dining sessions.

This instructor guide includes notes, tips, instructional content and answers to quizzes and exercises.

IMPORTANT:

Always remember that you have made a legally binding commitment to Foxmore Projects Ltd o/a The Etiquette Ladies to respect copyright. You have permission to reprint any of the materials in the package, provided that the statement of copyright remains on the page, in the header or in the footer. You may also print “Reproduced with permission from Louise Fox.” If you decide to use parts of the materials, i.e. a few questions off a page to which you have added your own material, that is fine, provided you write, “Adapted from copyright materials by Louise Fox/The Etiquette Ladies.” If you have any questions about copyright, please contact head office at 1-866-696-1666.