Miner Manners:
Mastering Dining Etiquette

The University of Texas at El Paso
Presentation by

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Business Entertaining

Invitations

Extending an Invitation

- Consider your guest(s)' likes and dislikes.
- Choose the restaurant in advance.
- State the purpose of the invitation.
- Be precise about the time, place, and where you will meet in the restaurant.
- Confirm your reservation with the restaurant.
- Reconfirm with the restaurant and your guest(s).

Accepting an Invitation

- RSVP within 24 hours.
- Keep your commitments.
- Be punctual.
- If you must cancel, do so personally as soon as possible.
- Arrange another meeting as soon as possible.
Host Duties

• Know the restaurant you are using.
• Pick your table.
• Pay the bill in advance.
• Affirm that you are the host with the captain and waitstaff.
• Give your guest(s) the best seat(s).
• Offer a beverage.
• Discreetly let your guest(s) know the limits of your hospitality.
• Allow your guest(s) to order first.

Guest Duties

• Be punctual.
• Be prepared for the meeting.
• Send a written thank you note within 24 hours.
The Top 12 Dining Dos

1. **Do** try a little of everything served to you unless you know you’re allergic to a certain food.

2. **Do** avoid talking with your mouth full. Take small bites, and you’ll find it’s easier to answer questions or join in table conversation.

3. **Do** wait until you have swallowed the food in your mouth before you take a sip of your beverage.

4. **Do** take a quick sip of water if a bite of food is too hot.

5. **Do** remember solids (food) are always on your left, liquids (beverages) are on your right.

6. **Do** leave your plate where it is when you have finished eating, with the knife and fork in the 10:4 *I am finished* position. Place the tips of the utensils at 10 and the handles at 4.

7. **Do** butter bread on the plate, never in midair.

8. **Do** look into, not over, the cup or glass when drinking.

9. **Do** remember your posture at the table. Sit up straight, and keep your arms (including elbows) off the table.

10. **Do** leave dropped silver on the floor. Quietly signal the wait staff to bring another piece.

11. **Do** point out to your wait staff stones, bugs, or hair in your food, but do so in a noncombative manner. You’ll get a replacement immediately.

12. **Do** remove an object, such as a bone or gristle from your mouth with your thumb and index finger and place it on the rim of your plate.
The Top 16 Dining Don’ts

1. Don’t, in serving, overload your plate.
2. Don’t, in eating, overload your fork.
3. Don’t mop your face with your napkin.
4. Don’t spread your elbows when cutting meat. Keep them close to your sides when eating.
5. Don’t saw the meat in a back and forth motion. Stroke it toward you.
6. Don’t chew with your mouth open.
7. Don’t smack your lips.
8. Don’t touch your face or head at the table.
9. Don’t tip up the glass or cup too much when drinking, but keep it at a slight angle.
10. Don’t reach across the table or across another person to get something. If it’s out of reach, ask the closest person to pass it to you.
11. Don’t pick your teeth at the table, either with a toothpick or with your fingers. If something gets caught in your teeth, excuse yourself and take care of the problem in the privacy of the restroom.
12. Don’t push your plate away from you when you’ve finished eating.
13. Don’t gesture with your knife, fork, or spoon in your hand. If you’re not using the utensil, put it down.
14. Don’t talk about your personal food likes and dislikes while eating.
15. Don’t eat your neighbor’s bread or salad. A right-handed person reaches to the left across the dinner plate to eat salad. The bread and butter plate is placed slightly above the salad plate. (Remember, solids [foods] on the left.)
16. Don’t apply makeup at the table.
Cell Phone Courtesy

- The people you are with should take precedence over calls you want to make or receive.

- Quirky ring tones are not appropriate in a business setting.

- Let your voice mail take your calls. Refrain from taking calls during interviews, meetings, religious services, movies, classes, public performances, golf outings, or restaurants. Either turn your phone off or use the silent setting.

- Avoid the “cell yell.”

- Be courteous to those within hearing distance.

- If you are expecting an important phone call, alert your clients or companions ahead of time, and step away when the call comes in.

- It is discourteous to read or send e-mail, text, or IM while with clients, co-workers, or companions.

- Make safety your most important call.
Contact Information

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Suggested Reading


The Etiquette Advantage in Business: Personal Skills for Professional Success by Peggy Post, Peter Post (Hardcover) 2005.
