

REACHING NEW HEIGHTS

Advisor's Guide to personal growth and leadership development

Lesson Number: **RNH.5.4**

Etiquette

Purpose:

The purpose of this lesson is to reinforce the importance of good etiquette and “minding our manners.”

Quick Reference:

Time Required:

50 minutes

Objectives:

After completing this lesson, students should be able to:

1. Discuss etiquette and why it is important.
2. Discuss proper etiquette for visiting friends, dining, using the telephone, being a guest in someone's home, and traveling.
3. Apply proper etiquette in their lives.

Materials:

- ✓ RNH.5.4.AS.A – one per student
- ✓ RNH.5.4.AS.B – one per student

Directions:

There are social traditions that are based on graciousness, courtesy, and kindness that have been passed down to us. Grouped together, these traditions are commonly known as “etiquette.” This lesson will provide a commonsense approach to etiquette questions.

1. Begin with a humorous skit where one person (it could be the teacher or a guest) plays an obnoxious houseguest and the other plays his or her host. The skit can open with the person showing up unannounced, inviting him or herself to dinner, then proceeding to eat (or pretend to eat) with very bad table manners (talking with food in their mouth, elbows on the table, blowing their nose, scratching, playing with hair, belching, complaining about the food, etc.). After the guest finishes eating, he or she starts picking their teeth, then gets up from the table, brushes the crumbs off onto the floor, doesn't extend thanks or offer to assist with the dishes, and departs. During this time, the host tries to appear calm and helpful, but becomes obviously irritated at the guest's rude behavior. The more outrageous the social behavior violations, the more effective this skit can be.
2. After the skit, ask students to critique the performance and what the guest should have done instead.
3. Introduce the purpose of a lesson on etiquette. Suggest to students that knowledge of basic etiquette can help to enhance self-esteem, as well as provide greater ease in interviews and social settings.
4. Ask students how many times they have felt unsure of themselves recently in social situations.





5. Have there been instances where they wished they knew what was expected of them, how they were supposed to act, what they were expected to say or do?
6. Explain that by learning proper etiquette, they will have the knowledge and confidence they need to feel comfortable in new situations and to help them assist others to feel comfortable.
 - a. Indicate that we will often find ourselves in social situations in which tact, appearance, what we say, and how we behave are critically important. We need to understand etiquette so that social interactions are comfortable and smooth for everyone.
 - b. For example, many potential employers conduct informal interviews in a dining setting to evaluate our social graces.
7. Distribute RNH.5.4.AS.A, “Proper Etiquette,” and review it with the class. Discuss each item and encourage students to ask questions.
8. When you get to item 12, display RNH.5.4.AS.B, “What Are all of Those Utensils For?” and explain each item.

Connection Questions:

1. What kind of impact does table etiquette have on relationships and potential jobs?
2. Describe a time when you didn’t know what to do in an etiquette situation (e.g., tipping a bell boy, tipping a driver, etc.)?
3. What three things have you learned that you didn’t know before?



LifeKnowledge Connections:

Precept(s) Addressed:

Social Growth

H2. Present self appropriately in various settings.

LK Lesson Suggestion:



MS.20 – Understanding Common Etiquette

MS.21 – Travel and Dining Etiquette



Proper Etiquette

The overarching rule of good etiquette is to treat others as you would like to be treated. When you find yourself in situations where you aren't quite sure what to do, remember this rule and use it to determine what you should do.

Table Etiquette

1. Move to your seat at the table promptly when dinner is announced. At formal dinners, guests should stand behind their seats until the signal to be seated is given by the host, hostess, or master of ceremonies.
2. A man should hold the chair for the woman on his right. If a woman accompanies him to the event, he assists her with her chair regardless of whether she is seated to his right or left.
3. If a woman needs to leave her seat to participate in the program or for any other reason, the man to her left rises and pulls her chair back out of the way as she stands.
4. Napkins should be unfolded and placed over your lap as soon as you are seated. Never shake your napkin. When necessary to use the napkin, use it as a blotter, not a washcloth.
5. Wait for a signal or comment from the host, hostess, or master of ceremonies before you begin to eat the appetizer or salad. This precaution will save you the embarrassment of trying to hide the fact that you've already polished off your salad and roll as the other guests pause for a moment of reflection. If the host, hostess, or master of ceremonies begins to eat, that is your cue that no reflection will be offered and you may begin.
6. While you are waiting to be served, you may rest your elbows on the table. However, when your plate is before you, the table should not be used as an armrest.
7. Don't debate the "proper" direction to pass food. The objective is to get all the food passed by everyone's place at least once during the meal. Passing items to either your right or left will achieve this result.
8. Reach for items that are between you and your neighbor. Politely request items beyond your nearest neighbor ("Cynthia, would you please pass the butter?").
9. Salt and pepper are always passed together, even if only one is requested. The reason is that many people who use one use both. Keeping them together will save everyone from interruptions just to keep the pepper caught up with the salt.



Proper Etiquette

(Table Etiquette)

10. Receive dishes passed to you with the hand opposite the direction from which the dish comes, and pass dishes to your neighbor using the hand opposite the neighbor to whom you are passing. This is recommended since when you receive or pass with your near arm, your arm and hand tend to tip backward as they move outward from your body, creating a spilling hazard.
11. If it is necessary to leave the table during the meal or program, a quiet, “Would you please excuse me for a minute?” is an expected courtesy to your neighbors.
12. When there is more than one fork and/or spoon, begin with the utensil farthest from your plate and work inward. Leave the used utensil on the plate or bowl which contained whatever you ate and use the next utensil for the next dish to be eaten.
13. Break bread or rolls into manageable pieces with the fingers. Butter knives should be used only to transfer butter from the butter dish to your plate and not to spread the butter on your roll or other food.
14. Cut no more than a few bites of food (especially meat) at a time, so that it does not cool too fast.
15. Meat should be cut from the bone. Do not handle food with your fingers unless your host, hostess, or master of ceremonies sets the example first.
16. Used utensils from your place setting are never used to serve yourself from a common dish. For example, you should not use your own fork to retrieve meat or vegetables from the dish nor should you use your spoon, which has already been in your tea, coffee, or mouth, to serve yourself more sugar from the sugar bowl. Request another utensil when needed.
17. Items from the relish tray should be placed on your butter or roll plate if one is provided. If not, place relishes on the edge of your dinner plate. (Relishes include olives, celery, carrots, radishes, cheese, pickles, and similar foods.)
18. “Runny” or semi-liquid salads and desserts should be eaten with a spoon. Cake and pie are eaten with a fork. If they are served “ala mode,” use a spoon for the ice cream. Gelatin salads and desserts fall into the spoon category. Unless it is a liquid, cottage cheese should be eaten with a fork.
19. Salads may be cut with a knife to make them easier to eat. The leaf of lettuce on which your gelatin or cottage cheese rests may be eaten if you wish.



Proper Etiquette

(Table Etiquette)

20. If you would like to eat crackers in your soup, break one or two crackers in half into your bowl. If further breaking is necessary, do it gently with your soup spoon against the side or bottom of the bowl. When these crackers have been eaten, more may be added. Soup is always spooned away from you, so that drops falling from the spoon will hit your bowl instead of your lap. One may drink soup that is served in a cup. Never blow on soup to speed its cooling.
21. Consider these suggestions for foods that present special challenges:
 - Corn on the cob: use holders when provided, otherwise use your fingers; butter two or three rows of kernels at a time.
 - Chicken should be cut from the bone and eaten with a fork, unless it is served in a basket, or the host says or signals that it is “finger food.”
 - Spaghetti may be eaten by twisting a few strands around the fork. Bite off long strands, allowing the ends to fall to your plate. Do not suck up the loose ends.
 - Chunks of cheese, pickles, crisp bacon, and pieces of melon are “finger foods.”
 - Shrimp should be dipped and eaten with a fork.
 - Never eat potato chips and similar foods directly from the serving dish. Take a handful at a time and eat them from your plate.
22. Remove bone, gristle, seeds, and other inedible from your mouth by allowing them to slip from your mouth to your raised fork or spoon, depositing them on the edge of your dinner plate. Do not put such items into your napkin.
23. Avoid engaging in conversations between tables. To do so may suggest to those seated at your table that you would have preferred to sit at the other table. Even if this is true, you should converse primarily with those at your own table and be content with the seating arrangement “as is.”
24. When finished, fold your napkin loosely but neatly and place it beside your plate. (At very formal dinners, it is customary to wait until the host or hostess places their napkin on the table as a signal that the meal has ended.)
25. Baked potatoes may be removed from the foil. The jackets (or skins) may be eaten.
26. Remember the old standbys:
 - Wipe crumbs from your lips before drinking.
 - Don’t talk with your mouth full.
 - Take small bites.
 - Chew with your mouth closed.
27. In all cases not mentioned above, consult a more detailed reference or simply do that which seems to be most sensible and considerate of others.



Proper Etiquette (*Travel Etiquette*)

Travel Etiquette

1. Tipping is expected by:
 - a. Waiters/Waitresses—15 percent of the bill, up to \$3-4.
 - b. Hotel bell person—\$.50 per bag or \$1 per trip to your room. If they bring food to your room, you should add \$1 to the standard 15 percent for the meal.
 - c. Airport sky caps (baggage carriers)—\$.50 per bag carried.
 - d. Driver of hotel courtesy van if they handle your luggage, make a special trip for you, wait while you make a phone call, or deviate from their normal routine for you (\$.50 per bag, up to \$5.00 for a special trip).
 - e. Cab drivers—15-20 percent of the fare, plus \$.50 per bag if they handle your luggage.
2. Tipping is not expected in a buffet or cafeteria situation.
3. Many restaurants will write only one check per table. Agree before the meal how the bill will be divided, and avoid commotion over who is going to pay for what.
4. Check with those around you before turning lights on or off, opening windows, switching television or radio stations, etc.
5. Ladies and elders should be given first choice of seats on crowded buses, or at meetings, airports, etc.
6. Respect signs that ask for your cooperation in following various procedures, or in refraining from certain activities.
7. If you want to stay up late at night, go to a place such as a restaurant, and allow your neighbors in the hotel to enjoy the good night's sleep for which they are paying.
8. Allow ladies and elders to enter and exit elevators, buses, and airplanes first.
9. "Taking" souvenirs such as ashtrays, towels, or glasses from a hotel is stealing.



Proper Etiquette

(Travel Etiquette)

10. When staying in a private home, consider these suggestions:
- Respect your host's schedule for meals, lights out, etc.
 - Be sure to inform your host or hostess of what time you plan to leave in the morning(s) and at what time you will return in the evening(s).
 - Observe the customs of your host's household in so far as they do not interfere with your own principles and values. For example, if your host tells you that the family will depart for church at a certain time, plan to accompany them unless your own faith prohibits it.
 - Clean up after yourself and offer to help with the dishes.
 - Do not leave any of your personal belongings in the bathroom. Carry them back and forth to your luggage. Also, wipe up any water you may have splashed on the floor or around the sink with your towel when you're finished.
 - Send a prompt letter of thanks to the host and hostess after concluding your stay.



What Are All of Those Utensils For?

