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Mary A. Dolve

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DINING ROOM SERVICE AND ETIQUETTE

by

Mary A. Dolve
Extension Specialist in Foods

EXTENSION SERVICE
South Dakota State College
W. F. Kumlien, Director
Brookings, S. Dak.

Cooperative Extension Work in Agriculture
and Home Economics, South Dakota State
College and U. S. Department of Agriculture
Cooperating.

DINING ROOM SERVICE AND ETIQUETTE

The success of a meal whether it is simple or elaborate depends to a large extent upon the appearance of the table and room in general. The dining room should be well aired and dusted before the table is set. Then the table should be carefully laid.

Setting the Table

A well laid table requires that it be first covered with a silence cloth, which may consist of a thin white blanket, heavy cotton flannel, or a regular table padding. The table cloth should be large enough to fall from the edge of the table from nine to twelve inches.

Cover is the term used to express the space occupied by one person at the table with the necessary silver and china. The cover should be large enough to allow freedom; about two feet from plate center to plate center is ideal.

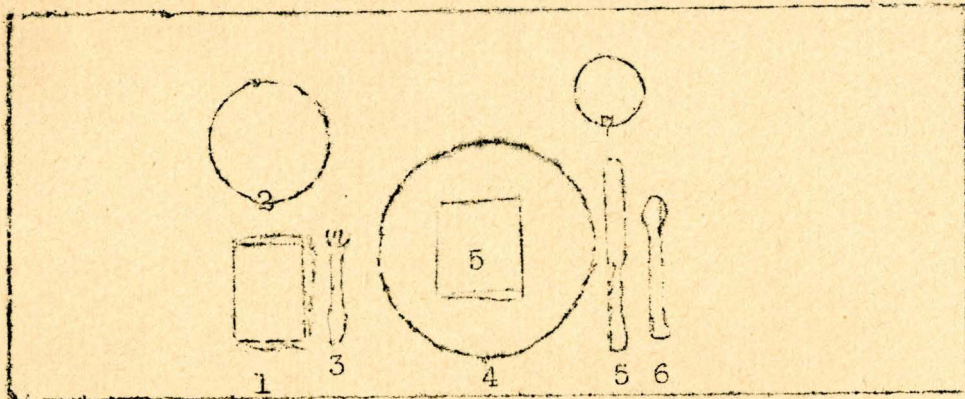
The silver is placed so that the ends of the knife and fork are one inch from the edge of the table. The knife is placed at the right with the sharp edge toward the plate; the fork at the left, with tines turned up. The other silverware is placed parallel to these, and placed so that the piece to be used first is farthest from the plate and the rest in regular order.

The knives and spoons are at the right and the forks at the left, with the exception of the oyster fork which is placed at the extreme right.

The glass is placed at the tip of the knife.

Bread and Butter or Salad plates (when salad a part of the main course) is placed at the tip of the fork and a trifle to the left.

The Napkin is placed at the left of the forks with the folds at the upper and left hand sides or is laid on the "place" plate. Fancy foldings are not in good taste.



- | | |
|-------------------------------|----------|
| 1. or 5. napkins | 4. plate |
| 2. bread and
butter plates | 5. knife |
| 3. fork | 6. spoon |
| | 7. glass |

General Rules for Serving

1. The lady guest of honor is served first.
2. Dishes are always presented at the left of the person served, plates are occasionally removed at right.
3. Remove everything relating to the course at the end of the course.
4. Glasses are filled three quarters full immediately before announcing the meal.
5. Jelly, relishes, butter, etc., can be placed on the table before guests are seated.
6. In removing courses, food dishes are first removed, then the soiled dishes.

"POLITENESS IS TO DO AND SAY, THE KINDEST THINGS IN THE KINDEST WAY."

A person seals himself to his associates very largely thru his manners. A person may be ever so well educated and trained in mind and spirit, but if there is a lack of refinement in manners, the higher qualities are so very often overlooked. No one can afford to neglect developing good manners. "A man's manners make his fortune." At the dining table refinement of manners or lack of it is invariably shown. Back of all good manners is kind consideration of others.

It is every child's birth right to receive training in good personal conduct which will enable him to take his place with confidence among his fellow men. The big secret in teaching children is by example, patience and perseverance. It is far easier to teach good habits of conduct than to break bad habits once they are acquired.

Things to Remember

A dinner invitation should be accepted or declined immediately.

Only unavoidable circumstances justifies the breaking of a dinner engagement. It is bad manners not to be prompt. Guests should arrive a few minutes before the designated hour; this enables one to greet the host and hostess and one another.

If circumstances will not permit one to be on time, he should take his place quietly with a word of apology to the hostess.

A low, well modulated voice is a sign of culture and refinement. It is inconsiderate to monopolize the conversation.

Do not rush away the minute dinner is over. When time to go, take leave of the host and hostess and express appreciation of the pleasant time enjoyed. It is not necessary to take formal leave of other guests, a general farewell is sufficient.

A dinner call should be made within two weeks.

TABLE MANNERS

When the meal is announced, go to the table promptly.

The hostess sits at the foot of the table, the host at the head. If there is a waitress to do the serving, the head of the table should be farthest from the entrance of the dining room. If the hostess does her own serving she should be seated near the kitchen door. A lady guest of honor sits at the right of the host; a gentleman guest of honor, at the right of the hostess.

The chair should be so placed that the edge of the seat just touches the table cloth, then there is no necessity for moving the chair when sitting down or arising.

Stand back of the chair till hostess moves to seat herself. In sitting down, do so from the left, also arise from the same side.

Do not begin conversation at the table until after grace, or until you see that no grace is to be said.

Sit erect, one should not lean against the back of the chair, nor rest one's arms on the table, nor crowd, nor discommode one's neighbor.

Should one be in doubt as to what to do, the rule is to glance at the hostess and use her method, whatever it may be.

If unfortunate enough to have an accident at the table, one should express his regrets simply. With a few gracious words the hostess should accept the apology and promptly turn the conversation.

Avoid making a noise in chewing food or in drinking. Keep the lips closed while chewing. Eat slowly, and masticate the food properly. One should not have finished the course while the others at the table are still eating.

Do not talk with food in the mouth. Never leave the table without being excused, except when serving as waitress. If it is necessary to ask for anything during the meal, do so quietly when the waitress is near.

In asking to serve someone at the table use forms like, "May I offer you?" "May I help you?" "Let me give you," etc. "Will you have?", is a form used by waitress only.

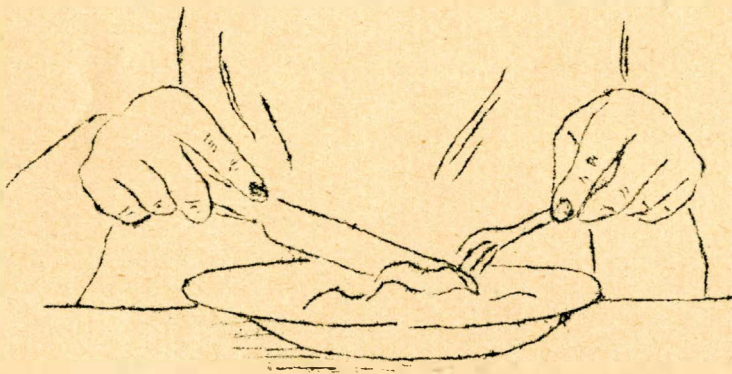
In passing glasses, bowls, etc., be careful not to allow fingers to touch inside of dish.

Do not use bread to obtain the last bit of gravy or sauce. Ask for another serving.

Do not tip the soup plate, nor break bread, toast or crackers into the soup or coffee.

Do not lift the napkin in the air while unfolding or folding. Spread the napkin upon the knees with one fold, rather than spread out entirely.

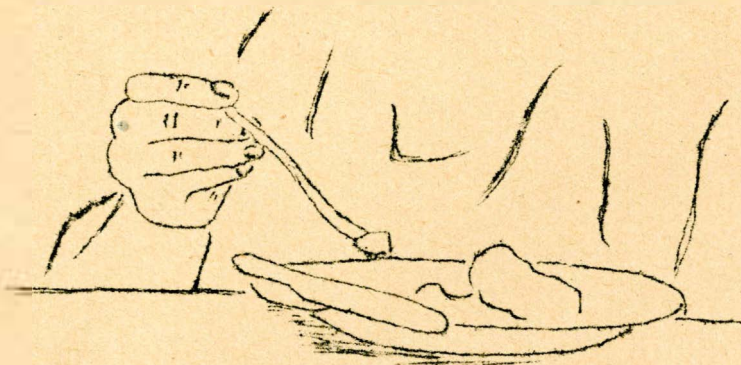
At the close of a single meal, need not fold the napkin and place it loosely beside the plate. If a guest for more than one meal, dispose of the napkin as the hostess disposes of hers.



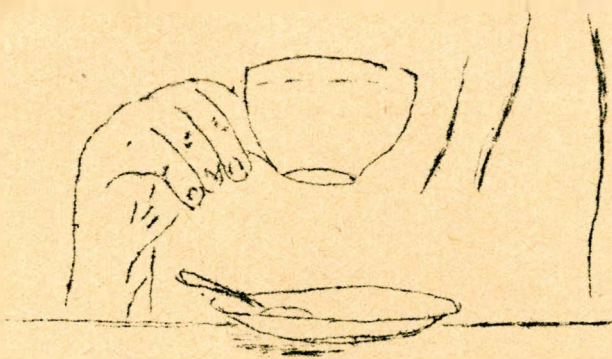
The knife is used for cutting foods and spreading butter, never to carry food to the mouth. After the knife has been used for cutting lay it on the side of the plate and never partly on the table.

A salad is not ordinarily cut with knife but broken with a fork.

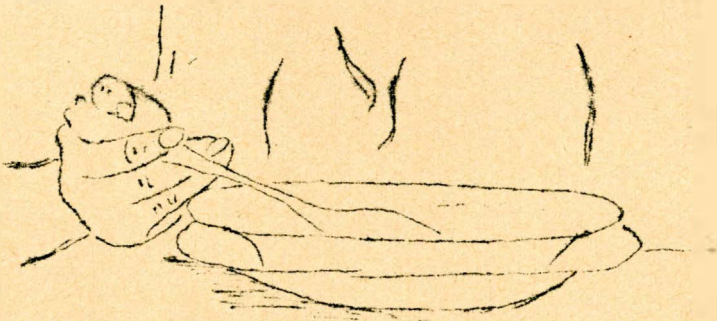
A knife is never used to scoop baked potatoes or butter potato.



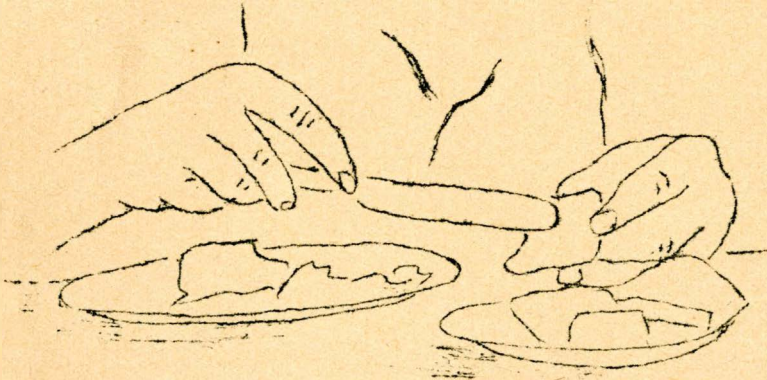
The fork is used to assist in cutting and to convey foods to the mouth. A fork is used for handling all vegetables; butter for potatoes is taken on the tip of the fork shovel fashion and laid on potato. When the plate is passed for a second serving the knife and fork should be placed on one side of the plate.



Tea, coffee, etc., should be drunk from a cup and not sipped from a spoon. The spoon is used for stirring, and to test flavor and temperature after which it is placed in the saucer. Never leave spoon in the cup. (Beverages should never be taken from the saucer.)



In serving or taking soup, dip the spoon away from self. Take food from side of spoon. A spoon is used only when food can not be conveniently handled with a fork.



The bread is broken into small pieces with the fingers (never cut) before being buttered. Spread a piece at a time. Never place bread on the table while spreading. Use edge of knife.



At the end of a course the knife and fork are placed neatly on the plate.

The old saying "A meal well chatted is half digested," contains much truth. The meal hour should be one devoted to cheerful talk, telling of interesting and amusing happenings or funny stories. The conversation should be interesting to all. Breakfast should especially be a cheerful meal, because the mood one falls into at breakfast is very apt to extend well into the day.