



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Be able to identify informal and formal place settings, and know how to set each.
- Be able to demonstrate knowledge of basic dining etiquette.

Time: 20 minutes

Equipment and supplies:

- Place setting handouts
- Dinnerware, glassware, and utensils for practice
- Etiquette Trivia game
- Flipchart (for scoreboard)
- Markers
- Candy or small prizes

Do Ahead:

- Review lesson
- Gather equipment & supplies
- Print & copy place setting handout for participants
- Print Etiquette Trivia game (**This could be turned into a Jeopardy-style PowerPoint if so desired.*)

Proper Dining Etiquette

BACKGROUND

Etiquette (*noun* / e-ti-ket): the rules indicating the proper and polite way to behave (*Merriam-Webster, 2015*)

Did you know there were rules when it came to dining? While they are properly known as etiquette, society often refers to these rules as 'good manners' and expects that they are taught at home, at a young age. Good manners are important to teens and young adults today. Perhaps you'll be going to dinner before prom or are invited to a formal wedding, and you want to impress your date. More importantly, you might be interviewing for a scholarship or a job. Today, many interviews and business meetings take place over a meal. Are you prepared to follow the rules of dining; to demonstrate your etiquette knowledge?

WHAT TO DO

Activity: Place Settings

- Distribute and review the 'Place Setting' handout.
- If possible, practice arranging a proper informal and formal place setting with actual dinnerware, glassware, utensils, etc. while briefly reviewing the name of each item.

Activity: Etiquette Trivia

- Briefly discuss the importance of knowing proper dining etiquette; utilize the background statement above.
- Divide participants into two teams.
- Group facilitator serves as host, leading teams in a game of Etiquette Trivia and keeping score. Set time limit for answering each question.
- Team with most points wins a small prize.



Sources:

- Post, P., & Senning, C. P. (2009). *Emily Post's table manners for kids*. New York, NY: HarperCollins.
- Table setting diagram. (n.d.). Retrieved from <http://www.dinner-party-menu-ideas.com/table-setting-diagram.html>

TALK IT OVER**Reflect:**

- How well did your team perform during the Etiquette Trivia game?
- Did you learn something new, or something that surprised you?
- Do you have any other questions regarding proper dining etiquette?

Apply:

Plan an 'Etiquette Dinner' for your teen group to put their knowledge to practice. This can be conducted in someone's home, at a meeting with a caterer, or at a restaurant. Budget, resources, group size, and scheduling will be factors in planning.

ADDITIONAL LINKS

www.emilypost.com

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

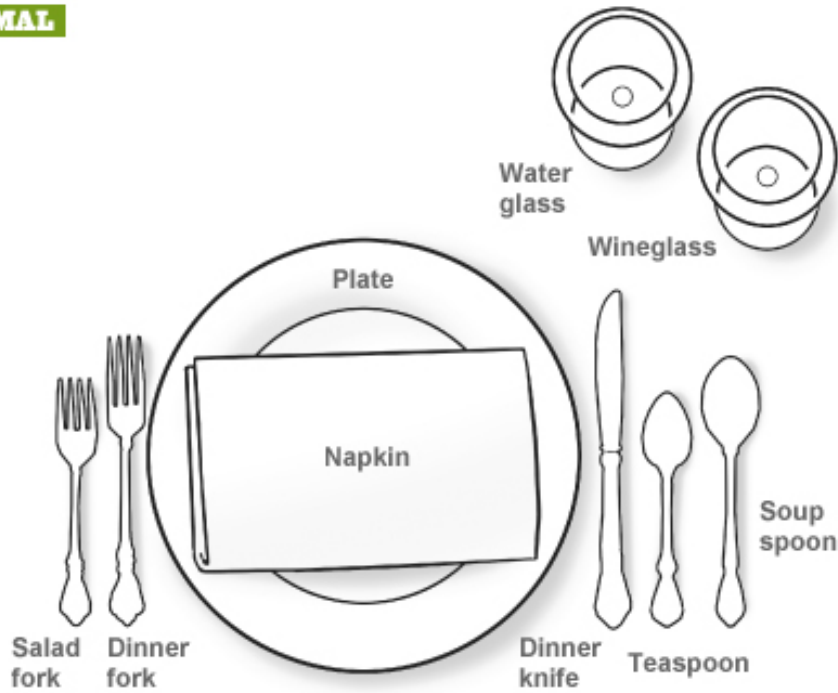
Prepared by:

Jessica E. Rockey, Extension Educator
4-H Youth Development
OSU Extension Perry County
Phone: 740.743.1602
Email: rockey.16@osu.edu

Reviewed by:

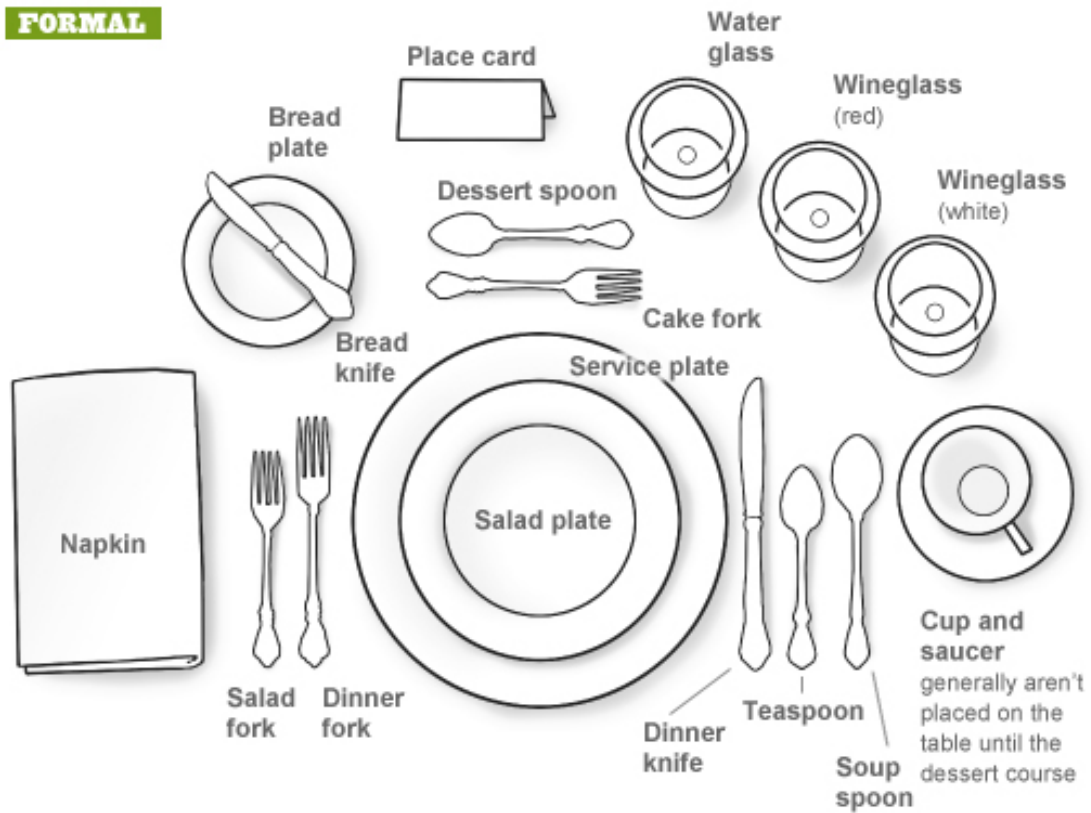
Ohio 4-H Teen Leadership Design Team Members

INFORMAL



Utensils are placed one inch from the edge of the table

FORMAL



Source: <http://www.dinner-party-menu-ideas.com/table-setting-diagram.html>



UTENSILS	RULES OF THE KITCHEN	DURING THE MEAL	GENERAL ETIQUETTE
100	100	100	100
200	200	200	200
300	300	300	300
400	400	400	400
500	500	500	500

UTENSILS	RULES OF THE NAPKIN	DURING THE MEAL	GENERAL ETIQUETTE
Q100. Once you use your knife, where should it be placed?	Q100. When should you place your napkin in your lap?	Q100. What is the proper way to eat bread or rolls?	Q100. True or False – If asked a question by your host while eating, you should answer immediately.
Q200. If there are multiple utensils next to your plate, which do you use first?	Q200. If you excuse yourself from the table for a moment, where do you place your napkin?	Q200. What should you do if someone asks you to pass the salt?	Q200. If in doubt of proper etiquette at some point during the meal, what should you do?
Q300. If you do not care for something you just put in your mouth, what do you do?	Q300. True or False – It is OK to dip your napkin in your water glass and dab at a spot on your clothing.	Q300. True or False – It is ok to cut meat into small bites at the start of a meal.	Q300. How should you properly ask for something to be passed from the other end of the table?
Q400. Where should your utensils be placed when you have finished your meal?	Q400. Once finished with dinner, where should your napkin be placed?	Q400. What is the proper way to get the last of the soup out of your bowl?	Q400. When dining with a large group, when is it acceptable to begin eating?
Q500. There are two forks beside your plate, what is each called?	Q500. True or False – Gently blotting your mouth is the proper way to use a napkin during a meal.	Q500. When a lady approaches or leaves the table, what should gentlemen do?	Q500. Your mother always said, “Elbows off the table,” so what about your wrists?

UTENSILS	RULES OF THE NAPKIN	DURING THE MEAL	GENERAL ETIQUETTE
A100. On the edge of a plate or saucer, NOT directly back on the table.	A100. As soon as you sit down at the dining table.	A100. Break into small bites and butter each just before eating	A100. False, you should finish chewing and swallow your food before speaking.
A200. You should always work from the outside in.	A200. On your chair	A200. Always pass the salt & pepper together, even if both are not requested.	A200. Follow the lead of the host.
A300. Remove it the same way it went in, on your fork/spoon; then discreetly discard it at the edge of your plate.	A300. False, if you spill something on your clothing, excuse yourself to the restroom.	A300. False, meat should only be cut 1 or 2 pieces at a time	A300. Would you please pass the _____? Thank you!
A400. All utensils should be placed beside each other, diagonally across the center of your plate.	A400. Placed loosely on the table next to your plate	A400. Tilt the bowl away from you to get the last of it with a spoon. DO NOT slurp from the bowl or soak it up with bread!	A400. When 3 or 4 people near you have been served, or when your host gives permission.
A500. The first, smaller fork is the salad fork. The inside, larger fork is the dinner fork.	A500. True	A500. Gentlemen should stand unless the lady gives them permission to remain seated.	A500. It is acceptable to rest your wrists on the edge of the table.