

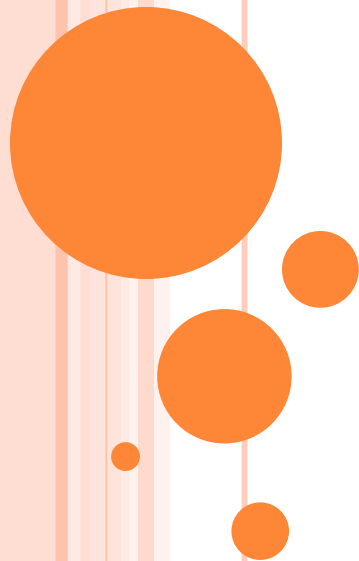
เอกสารประกอบการสอน  
วิชาความรู้เบื้องต้นเกี่ยวกับการบริการอาหาร

**TIM1302**

**หัวข้อ TABLE MANNER**

**TOURISM INDUSTRY AND HOSPITALITY MANAGEMENT PROGRAM**

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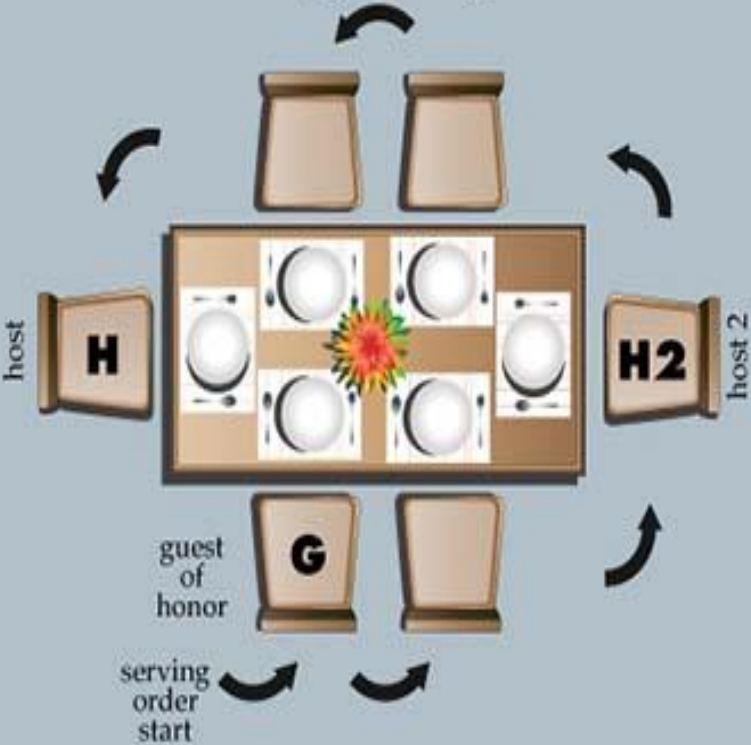


# Table Manners



<http://www.youtube.com/watch?v=7szXUSniTol&feature=related>

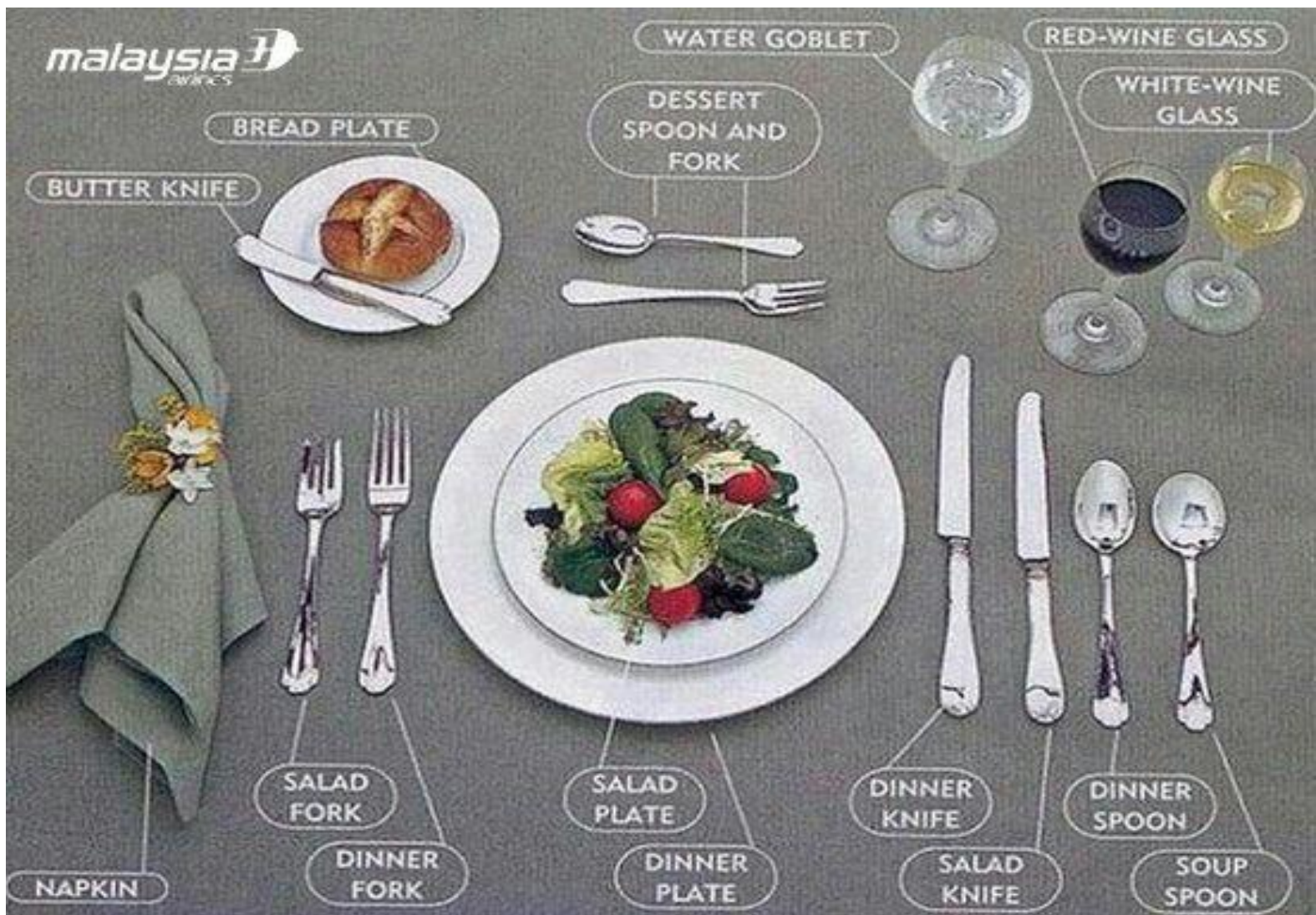
# Seating Etiquette





## General rules

- Be on time
- When toasting hold your glass and look each person in the eyes before drinking
- Do not seat before your host, wait to be seated or follow your other colleagues
- It is considered to be rude to answer the phone at the table. If you need to take an urgent call, excuse yourself and go outside
- For table set up, glasses are on the right, bread plate on the left.
- Food and Drink service will come from right

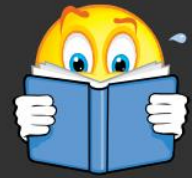




## When seated (1)

- Do not place your elbow on the table
- Seat up straight
- Fork is held on the left and knife is held on the right
- Lift your forearm from the table while moving your fork to your mouth
- Fork come to your mouth, not mouth go to fork
- Food should be brought to your mouth on the back of the fork
- Never transfer food to your mouth with your knife





## When seated (2)

- Bread is torn off, however do not dip into soup or sauce. Only do that with the use of a fork
- Butter knife used to butter bread only not for cut
- Use a napkin every time you drink something or extra food (cream or sauce) are on your lips
- Don't use it to blow your nose
- If you leave the table, you should place your napkin on your seat (nicely)



## When seated (3)



- Drinks should be served from the right
- If you pour a drink for yourself, offer to pour a drink for your neighbours before service yourself
- Wine glassed should be held by the stem for white wines and by cupping the bowl for red wines
- When chewing food, close your mouth and only talk after you have swallowed it
- Swallow all food before eating more or drinking
- Do not pick food with your fingernails, ask for a toothpick and place your hand (or napkin) in front of your mouth.



## Cutlery

- If there are more than 2 cutlery set up start from the outside in
- Hold your fork with the tines (prongs) pointing downwards.  
Knife with the handle in your palm
- When you eat dessert, fork should always be held in the left hand and spoon on the right
- When finished, place the knife and fork at about 6 o'clock. Fork left, tines up and knife right, blade in
- If not finished and need to excuse yourself, place fork and knife like a diagonal cross





Napkin placement after meal

## Napkin Etiquettes

- At informal meals, place the **napkin** in your lap immediately upon seating. During formal occasions, before unfolding the napkin, wait for the hostess to remove her napkin from the table and unfold it in her lap.
- Place the napkin in your lap upon seating.
- When leaving the table temporarily, put the napkin on your chair.
- At the meal's end, fold your napkin and place it to the left of your place setting.

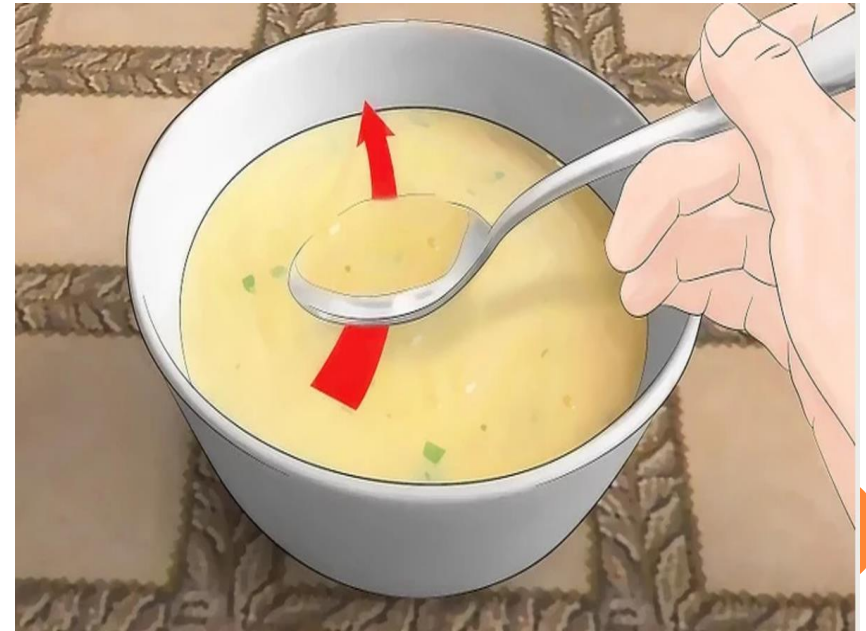


# Soups

- Dip your spoon away from you into the soup
- Eat soup noiselessly, from the side of the spoon
- When a small amount left, you should lift the front end to  
unable to spoon to collect more soup
- When finished eating, spoon should be placed on the  
saucer, if not into the soup bowl
- Soup spoon should be held in right hand, unless left  
handed



Dip the soup spoon away from you



# Words



- If you need to leave your table say: “Excuse me, I’ll be right back”
- Don’t use your mobile phone while seated – if you need to excuse your self
- Do not talk loudly, give other the opportunity to talk
- Burping, coughing, yawning or sneezing at the table should be avoided. If you do so, say, “Excuse me”.
- Do not make unnecessary noise with the cutlery
- There should not be negative comments about food on else on the table



Start

*Table Art*



I still eat



I wait  
new dish

*Table Art*



I wait  
new dish



The meal  
was tasty

*Table Art*



Don't like



Don't take  
the Plate

*Table Art*



Service  
was bad



Finished

*Table Art*



Finished



# When leaving



- When you have finished place your cutlery on the plate as previously discussed.
- Except in restaurants, do not ask to take uneaten food home, only if the host may suggest
- When you leave place your napkin on the table, on the left of your plate.
- Wait for your host or hostess to rise before getting up from the table





