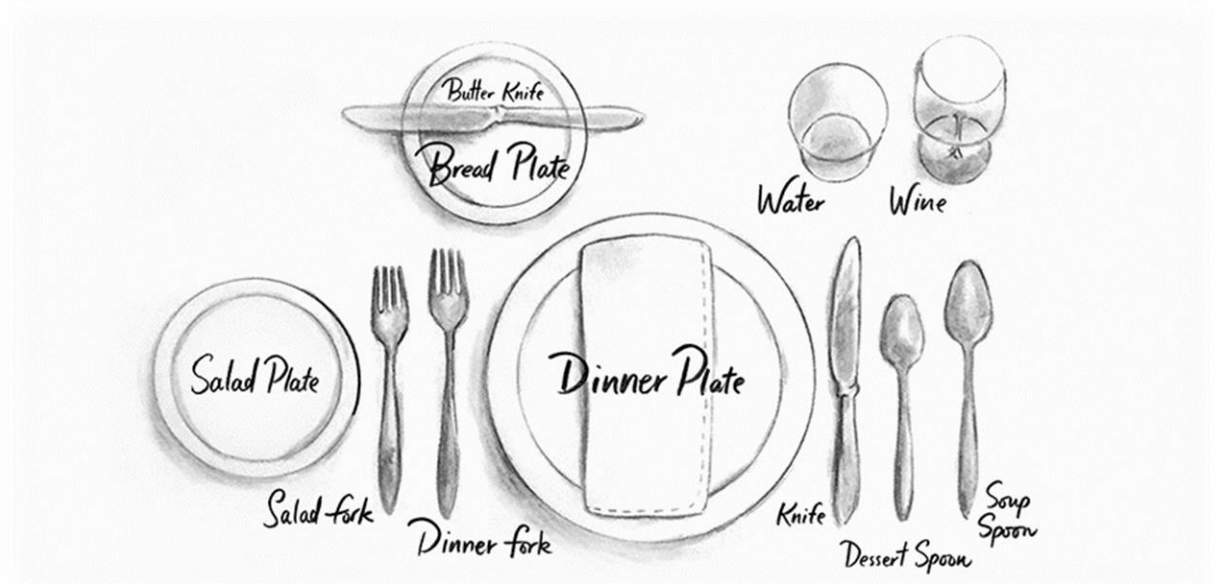




VERITAS ACADEMY  
CLASSICAL ▼ CHRISTIAN ▼ COVENANTAL

# Etiquette Luncheon

April 14, 2023



## What is etiquette?

The customary code of polite behavior in society or among members of a particular profession or group.

## Why does etiquette matter?

*“Good manners will open doors that the best education cannot.”* ~ Clarence Thomas

Being polite, respectful, and pleasant is essential in all social and professional situations.

## What does the Bible say about good manners?

As Christians, our conduct should reveal fruits of the Spirit, *love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.* (Galatians 5:22)

*Conduct yourselves with wisdom toward outsiders, making the most of the opportunity. Let your speech always be with grace, as though seasoned with salt, so that you will know how you should respond to each person.* (Colossians 4:5-6)

The Bible does not provide rules of etiquette, but Scripture has much to say about Christian conduct. Interpersonal skills such as listening, opening doors, saying please, thank you, you're welcome, sharing with others, and basic kindness are essentially manifestations of the fruit of the Spirit

The rules of etiquette tell us what to do and what not to do in particular situations. The rules can vary from culture to culture (American, European, Asian, African, etc.) and from setting to setting (formal dinner in the governor's home vs. pizza with friends). But biblical principles are always appropriate and timely.

- Think of others first. *Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.* Philippians 2:3-4
- Be hospitable and friendly. *Show hospitality to one another without grumbling. 1As each has received a gift, use it to serve one another, as good stewards of God's varied grace* 1 Peter 4:9-10
- Always say, “Thank you”, “Excuse me”, “Please”, “You are welcome”, “Hello” and “Goodbye”. *Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony* Colossians 3:12-14

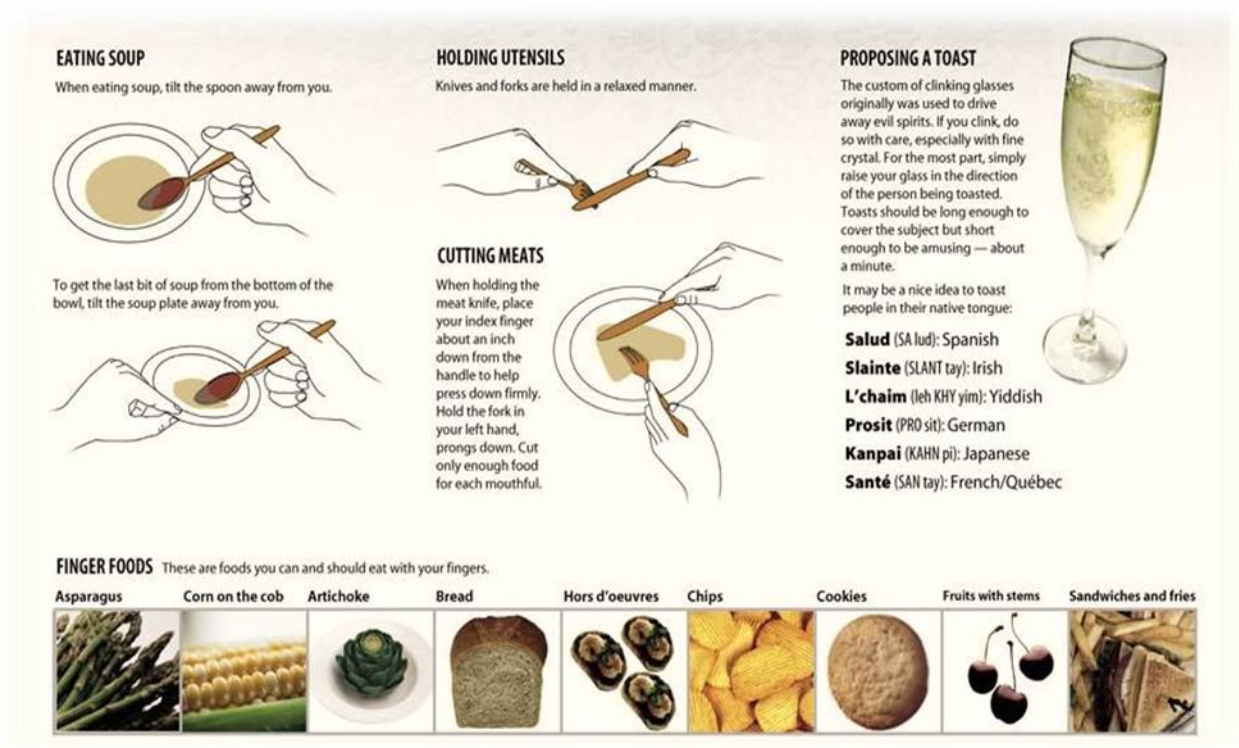
# Dining Etiquette

## Before the Meal:

1. Wash your hands before (and after) a meal.
2. Always wait until your host tells you where to sit. Prefer that others are seated before yourself.
3. Place your napkin on your lap.
4. Keep personal items (purse, smart phones, etc.) off the table. Never put your elbows on the table. Your wrists should not rest further than the edge of the table. Hands stay in your lap, except when eating.

## During the Meal:

5. Wait until all guests are served, grace has been said, and the host begins eating before you begin eating.
6. Understand the table setting. When in doubt, use the “outside-in” rule. Start with the cutlery furthest away from your plate and work inward toward your plate as the courses progress.
7. Hold your utensils in the American style or Continental style.

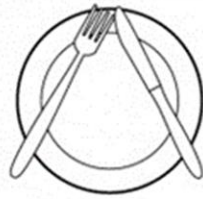


- American style, the knife is in the right hand and the fork is in the left. After the knife is used to cut the food while the food is held in the fork, the knife is placed near the top of the plate, blade facing in. The fork is then switched to the right hand (this is based on right hand being your dominant hand) and used to pick up the food tines up.
  - The Continental style of eating, the fork (tines down) is held in the left hand (for eating) and the knife in the right (for cutting).
  - When cutting meat, cut only one or two bites at a time.
  - When eating soup tilt the spoon away from you and eat the soup from the side of the spoon.
8. Always use a napkin to dab your mouth. Your napkin should be in your lap when not in use.
  9. Do not speak or drink with your mouth full. Chew with your mouth closed.
  10. Always pass the salt and pepper together. If an item is not being passed to a specific person, pass food from left to right.
  11. After using a piece of silverware, rest it on the appropriate plate between bites. Never place it on the table, nor keep it in the air between bites.
  12. When eating rolls, break them open with your hands just above the bread plate. Slice butter from the butter dish and place it on your butter plate or other plate. The butter knife should stay with the butter dish. Butter your bread from the bread plate.
  13. If you must leave the table during the meal to use the restroom, remove food from your teeth or blow your nose, etc., then politely excuse yourself to your host.
  14. When a piece of silverware or napkin falls to the floor, leave it there if it is out of the way. Gently move it out of the way with your foot if it is where someone might step. Quietly inform the waiter at a convenient time and request another one.
  15. The waiter will serve from the left and clear from the right. Always say “thank you” when served something. It shows appreciation.
  16. Chat with the person to your left *and* to your right.

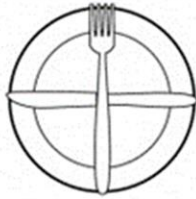
After the Meal:

17. When finished eating, position your silverware to tell the server you are done.
18. Fold your used napkin and place it to the left of your place setting.

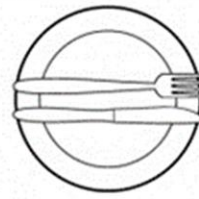
19. Thank your host for the meal.



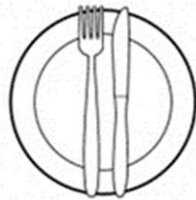
**STILL EATING**



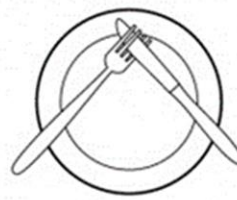
**EXPECTING ANOTHER  
COURSE**



**IT WAS  
DELICIOUS**



**I'VE FINISHED**



**I DIDN'T LIKE IT**

## Conversation Etiquette

1. Always introduce yourself and others.
2. Do not interrupt someone while they are speaking.
3. Show genuine interest in others. Ask questions to find out what you both have in common. Do not do all the talking. Do not do all the listening.
4. Do not ask another question before the first question has been answered.
5. Be a good listener. How to show you are listening:
  - Maintain eye contact.
  - Nod or interject an occasional, “Yes, I agree,” or “I know what you mean.”
  - Ask questions during pauses.
6. Be tactful. Remember silence is an option. Do not be untruthful, but also don't feel the need to be too forthright or hurtful. Do not comment on anyone's appearance, either complimentary or otherwise. (For example: saying someone looks unwell, sick, or tired or mentioning you've noticed they've lost weight). This will do nothing to further conversation and only make the person uncomfortable. “Say the right thing or say nothing.”
7. Be sure to include both of your neighbors. Today, conversation at the table often includes three or four people sitting near one another. If you notice that one of your

neighbors is left with no one to talk to, either include him in your conversation or turn at a break in your discussion to talk to him for a while.

## Conversation Topics

The key to polite conversation is keeping the topics light, interesting, and non-controversial. Here are some guidelines for choosing topics:

- Start by referring to your host or hostess: How do you know them?
- Ask about someone's family.
- Talk about current events/local news if it is an interesting or unusual story. Avoid grim or depressing stories/events. No one wants to be brought down.
- Sports is always a great topic IF you are with a group of people who share your interest. If half the people know or care nothing about sports, save this topic for another time. A good conversationalist knows how to choose the right moment.
- Share good news about mutual friends.
- Suggest a good restaurant/movie/television program. Others always appreciate advice on something new they might enjoy.
- AVOID inserting anecdotes or stories about yourself into every conversation. Resist the temptation to shift the focus to you. A conversation should be an easygoing back-and-forth.

Example: A coworker is telling you about a problem they're having with their dog, you might be tempted to say, "Oh, my dog used to do that!" While that's a normal response, you can ask questions to connect further. Instead of following up with what happened with your dog, you can say instead, "My dog used to do that, it was really tough. How are you handling it?" Stay curious and ask for more details where applicable. (Ask your coworker how long they've had the dog, or what type of breed it is.)

When you are on the receiving end of questions, be sure you answer in the same vein:

- Be upbeat, positive, and winsome.
- Polite conversation involves a good balance of talking and listening. No single person should dominate the conversation, so keep your answers to the point.