ADULT 101: ETIQUETTE

DINING ETIQUETTE: TABLE MANNERS FOR TEENS

OVERVIEW: Dining etiquette (aka table manners) are the rules used while eating. Dining etiquette varies across countries and cultures. This program will focus on American and Continental table manners. Teaching dining etiquette will give teens confidence in social dining situations with their peers as well as future employers. Because, let's face it, who wants to embarrass themselves at the dinner table?

This program-in-a-box includes a set of talking points for library staff to share during the program as well as activities staff may choose from to illustrate various dining etiquette principles.

OPTIONAL PROGRAM TITLES AND PROGRAM DESCRIPTIONS:

Here are a few optional program titles and program descriptions for publicity. Feel free to change them and/or talk with your RYSC about appropriate options.

Fork vs. Spoon

Not sure which fork to use? Worried your table manners might offend your friends or their parents? Join us for our Dining Etiquette program and learn how to dine in style.

Table Manners for Teens

Do you have the dining habits of a cave person? Does food fly out of your mouth while you chew? Come to the library and learn how to dine without embarrassment.

This program is intended to prepare teens for adulthood and the workforce by teaching them basic dining etiquette. After attending this program, teens should feel better prepared for social and work-related dining situations.

PREP TIME: 30 minutes

PROGRAM TIME: 40 minutes to an hour

CLEAN-UP TIME: 20 – 30 minutes

STAFF REQUIRED: 1 librarian

MATERIALS IN THE PIAB

- Forks
- Knives
- Napkins
- Plates

- Cups
- Chat Pack Conversation Starters
- Blank Note Cards and Envelopes
- Color markers

ADDITIONAL SUPPLIES (NOT PROVIDED IN PIAB)

- Laptop (if available – laptops may be requested from Teen Services or your Regional Office)
- Projector (may be requested from Teen Services or your Regional Office)

GENERAL PROGRAM INSTRUCTIONS

1. Start the program by giving teens the Adult 101 Prep-program Survey.

2. *Let the teens know that the purpose of this activity is to prepare them for adulthood and the workforce by teaching them basic dining etiquette.*

3. Icebreaker (approximately 10-15 minutes) – see pages 5-7.

4. PowerPoint Presentation (5 – 10 minutes)
   This PowerPoint presentation is optional, but really useful! Use this for a formal presentation or keep it informal and use PowerPoint lecture notes as talking points without the slides. The PowerPoint and lecture notes are located on the USB provided with the Adult 101 Library Binder.

5. *Be sure to share the suggested titles* with the teens and make connections between the library's resource material and adulthood. For example, share Advance Your Swagger: How to Use Manners, Confidence, and Style to Get Ahead by Fonzworth Bentley for advice on how to use manners as a tool for success.

6. Discussion and Activity Preparation

   Staff need to know the rules of dining etiquette in order to share them with teens. Spend time prior to the program reviewing the talking points and becoming well-versed in good dining etiquette.

   This program is divided into two parts: the mechanics of eating and socializing at a dinner table. You can do both sections in one program or you can split them into separate programs. It's up to you and what you think your teens will be most interested in learning and benefit from most.

7. At the end of the Dining Etiquette program make sure you give the teens the Adult 101 post-program survey.

PROGRAM #1 – WHICH FORK DO I USE?

Dining Etiquette is all about table settings and using the correct utensil in the correct manner. Table settings can be a really boring thing to learn so we have done our best to spice up the program with a few games and activities.

- Get the teen's warmed up to participate during the program by playing the Dining Etiquette Table Trivia Game. Instructions are on page 4.

- Discussion: Why do you think dining etiquette might be important to adult life and success in the workforce? *Give teens a chance to discuss.*

- Give the teens a blank piece of paper and a pencil. Have them sketch out where they think the following items belong in an informal table setting:

Dinner Plate	Napkin	Knife	Salad Fork
Water Glass	Dinner Fork	Teaspoon	Soup Spoon
Wine Glass			

  Once they have sketched their place settings, give them the handout on page 11 and have them compare their drawing to the handout. *Note: The napkin can also go under the forks in an informal place setting.*

  Ask the teens to identify difference between formal and informal place settings. How many extra pieces of silverware does a formal place setting have?

  Explain that formal dining involves a lot more moving pieces! There are more forks, knives, glasses, plates, etc. In most formal dining experiences at restaurants the staff will bring you the utensils you need for each course as the food is brought out. It removes a lot of the guesswork! But, if you are served a formal meal in someone's home, it's good to know what each utensil looks like and how it should be used. When in doubt start with the silverware farthest from your plate and work your way in with each course.

- Review informal place settings with your teens. Invite teens to make notes on their copy of the place setting handout.

  - Napkins are placed either in the middle of your place setting or to the left of the plate. The napkin to your right does not belong to you. During a meal, your napkin belongs where? *In your lap. If* you need to leave the table during a meal, your napkin should rest on your seat and not on the table. At the end of a meal, your napkin may be placed to the left of your plate as everyone is leaving the table.

  - Forks go to the left of the plate and are pointy side up. If a salad is being served, then a salad fork (the smaller of the two forks) is set on the table to the outside of the dinner fork.

  - The dinner knife and spoon are to the right of the plate with the knife edge facing toward the plate and the spoon on the outside of the knife facing up.

- All of your beverages are to the right of your place setting with your water glass being the closest to the center and other beverages extending to the right.
- If you have a bread plate it rests at the top left of your dinner plate.
- If a salad is served at the same time as the main course it sits on a separate plate during a meal and goes where the bread plate normally sits. If a salad is served as a first course or appetizer then the salad plate rests on the dinner plate.

PART 2 -- GET SOCIAL!

Socializing during a dining experience can be tricky if you don't know how to do it properly! Nobody wants to dine with someone who doesn't know how to pass the bread basket, or who talks while their mouth is full, or who ignores the person to their left.

Start this section by asking the teens what social manners they expect to see at the dinner table. Feel free to give them a few of the tips below to start the conversation.

Once the teens are done brainstorming social manners associated with dining, share any of the rules of etiquette below that were not covered in their discussion.

- In formal settings when dining at someone's home, wait for the host to direct you where to sit.
- Begin eating once everyone is seated at the table.
- Refrain from placing your elbows on the table while eating.
- Show teens the continental and American styles of holding utensils. You can find information about that in this Forbes article: https://www.forbes.com/sites/work-in-progress/2012/02/29/seriously-simple-dining-etiquette-guide-american-and-continental-styles/#241303b49ba6
- The mouth should be kept closed while chewing. It's not pretty. Avoid talking or opening your mouth while chewing food. Wait until your food is swallowed.
- When passing serving dishes around the table, pass food to your right.
- Rather than reaching over another guest for an item on the table, ask the guest closest to that item to pass it to you.
- When socializing during the meal, do not neglect the person on your other side during conversation.
- Avoid gesturing with your silverware while talking. Nobody wants a fork or knife flying through the air if you get excited while telling a story and gesture wildly!

- Keep conversation on the lighter side. Avoid conversation that is too controversial or gross topics while eating. Socialize with the people at the table, not on your cellphone. Do not use your cellphone or other electronic devices at the dinner table.

- Be aware of the various styles of eating for different cultures, such as using chopsticks or continental style eating. A good rule of thumb: when in Rome, do as the Romans do. In other words, use the eating style of the environment you are in. See your librarian for resources on various styles of eating.

After talking about good social etiquette at a dining table, play the following game with your teens. Split them into two teams. Cut out strips of paper with etiquette faux pas on them (feel free to photocopy the faux pas below). Have one team act out the faux pas and see if the other team can guess what they are doing wrong.

Dinner Table Faux Pas

Chewing with your mouth open.

Resting your elbows on the table.

Placing your napkin on the table during the meal.

Gesturing with your silverware while talking with the person next to you.

Only talking to the person on your right.

Neglecting to pass an item that is going around the table.

Reaching across the table to grab something.

Holding their utensils in a fist.

Licking butter/sauce/food off a utensil.

Passing food to the left.

ICEBREAKER
DINING IN BOOKS AND FILM LIBRARY TRIVIA

This game is designed like pub trivia, but since we are doing this game with teens, we are calling it library trivia. Print out copies of the game sheet on page 7. Get your teens into teams of 3 - 4 each and give each team 3 copies of the trivia sheet, 1 for each round of the game. As you read the clues, have them discuss possible answers and write them on their game sheet. Smart phones, books, and other research tools are prohibited. At the end of each round teens will score their sheet. For each correct answer they will get 1 point. The highest scoring team after 3 rounds wins!

Round 1 – DINING IN LITERATURE

1) Character in a famous dystopian trilogy who is named after a middle eastern pocket bread.
   Answer: Peeta, **The Hunger Games** by Suzanne Collins

2) The school year in this series begins with the Start-of-Term Feast in the Great Hall.
   Answer: **Harry Potter** by J. K. Rowling

3) In this book, drinking the bottle labelled, "DRINK ME" makes you shrink and eating the cake that says, "EAT ME" makes you grow.
   Answer: **Alice's Adventures in Wonderland** by Lewis Carroll

4) The people of small stature in this series of books eat breakfast, second breakfast, elevenses, lunch, afternoon tea, dinner and supper.
   Answer: **The Lord of the Rings** by J.R.R. Tolkien
5) The vampires in this series of books consider themselves vegetarians because they only drink animal blood.
   Answer: **Twilight** by Stephenie Meyer

6) The family of boys in this literary classic love to eat chocolate cake for breakfast.
   Answer: **The Outsiders** by S.E. Hinton

Round 2 – DINING IN MOVIES

1) Steven Spielberg and George Lucas grossed everyone out with the feast of monkey brains, eyeball soup, and snake surprise in this film.
   Answer: **Indiana Jones and the Temple of Doom**

2) After escaping captivity at the beginning of *Iron Man*, Tony Stark just wants one food. What food is it?
   Answer: a cheeseburger

3) This classic cartoon finds two dogs kissing over a single strand of spaghetti.
   Answer: **Lady and the Tramp**

4) The main character of this holiday classic puts syrup on EVERYTHING.
   Answer: **Elf**

5) Robin Williams famously face planted into a cream pie in order to disguise his face in this 90s classic.
   Answer: **Mrs. Doubtfire**

6) Rats cooking in the kitchen.
   Answer: **Ratatouille**

Round 3 – HISTORY OF AMERICAN CUISINE

1) Where did the hot dog originate?
   Answer: Germany

2) When did the term "milkshake" first appear in print?
   Answer: 1885 (closest answer wins a point)

3) The Pronto Pup vendors at the 1941 Minnesota State Fair claim to have invented this fair favorite.
   Answer: corn dog

4) Which European country published the first written apple pie recipe?
   Answer: England

5) The chef of this famous Massachusetts inn invented the chocolate chip cookie. Hint: a brand of chocolate chips also gets its name from this inn.
   Answer: Toll House Inn

6) This southern breakfast staple has its roots in the Native American Muskogee tribe's preparation of corn.
   Answer: Grits

GAME SHEET

TEAM _____ ROUND #_____

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

6.) _____

GAME SHEET

TEAM _____ ROUND #_____

13) _____

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18) _____

GAME SHEET

TEAM _____ ROUND #_____

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GAME SHEET

TEAM _____ ROUND #_____

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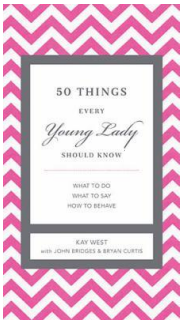
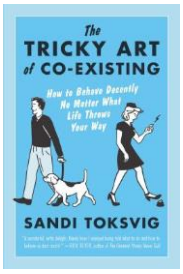
SUGGESTED TITLES FOR DINING ETIQUETTE

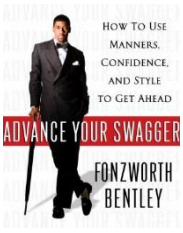


YA 395.1233 WEST

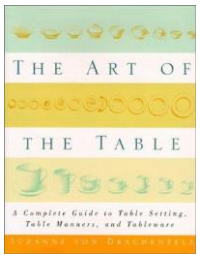
50 Things Every Young Lady Should Know: What to Do, What to Say, And How to Behave by Kay West
ISBN: 9781401600648
50 Things Every Young Lady Should Know provides a modern update on the ageless idea that girls should know appropriate and courteous responses to any given situation.



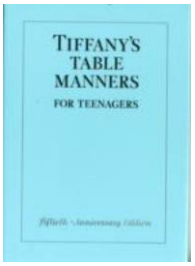
395 TOKSVIG
The Tricky Art of Co-Existing: How to Behave Decently No Matter What Life Throws Your Way by Sandi Toksvig
ISBN: 9781615192212
The author covers table manners; communication from the wolf whistle to the formal invitation; interaction with family, coworkers, and strangers; travel; personal relationships; raising civilized children; and dealing with those who are dying or newly bereaved.



395
Advance Your Swagger: How to Use Manners, Confidence, and Style to Get Ahead
By Fonzworth Bentley
ISBN: 9781400064533
"My manners were the first ingredient that set me apart from my peers," notes the suave and stylish Fonzworth Bentley, Sean "Diddy" Combs's former personal assistant and a celebrity in his own right. Now, in this one-of-a-kind book, Bentley shares his surefire strategies for success. Includes the art of eating well, from which glass to use to handling the napkin.



642.7
The Art of the Table: A Complete Guide to Table Setting, Table Manners, and Tableware by Suzanne von Drachenfels
ISBN: 0684847329
For the novice host, this is an easy-to-follow, guide with more than one hundred helpful illustrations. For the host with more experience, it is a rich and exciting source of new ideas. Like its author, whose passion for the table is contagious,The Art of the Table is an authoritative, elegant, and sophisticated resource for all one's dining needs.



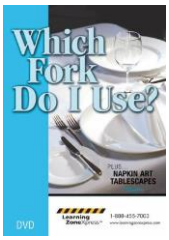
395.54
Tiffany's Table Manners for Teenagers by Walter Hoving
IBSN: 0394828771
Here is the perfect little book for anyone--teenage or otherwise--who has ever wanted to master the art of good table manners.

Fiction

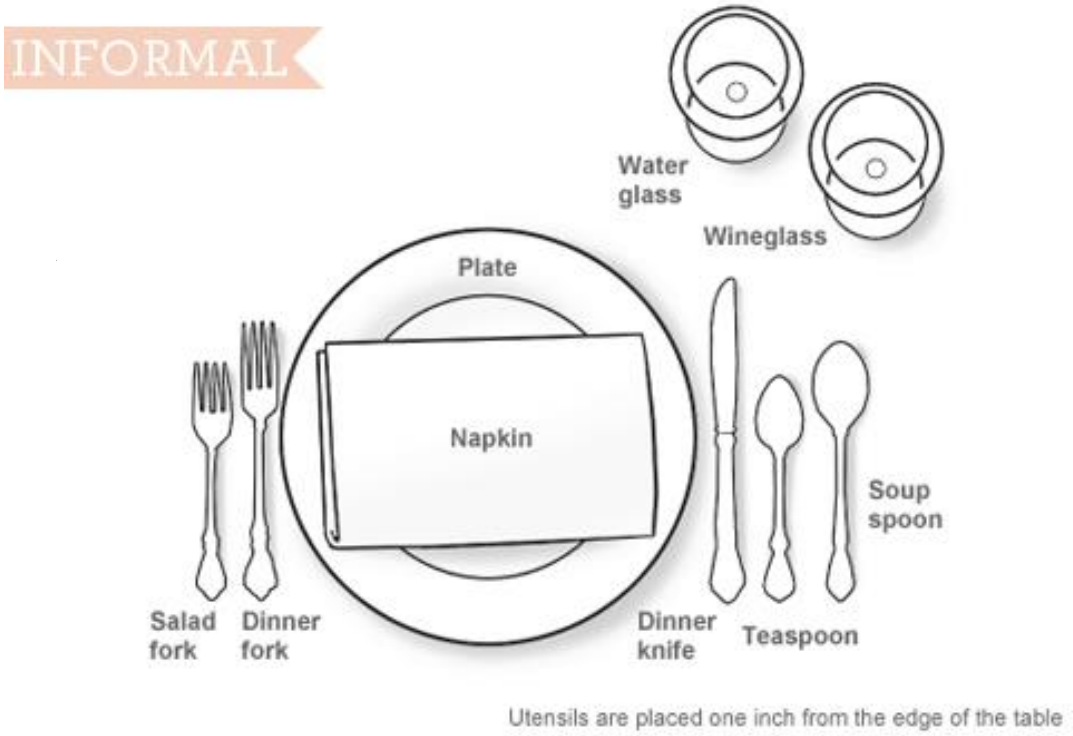
Ebooks

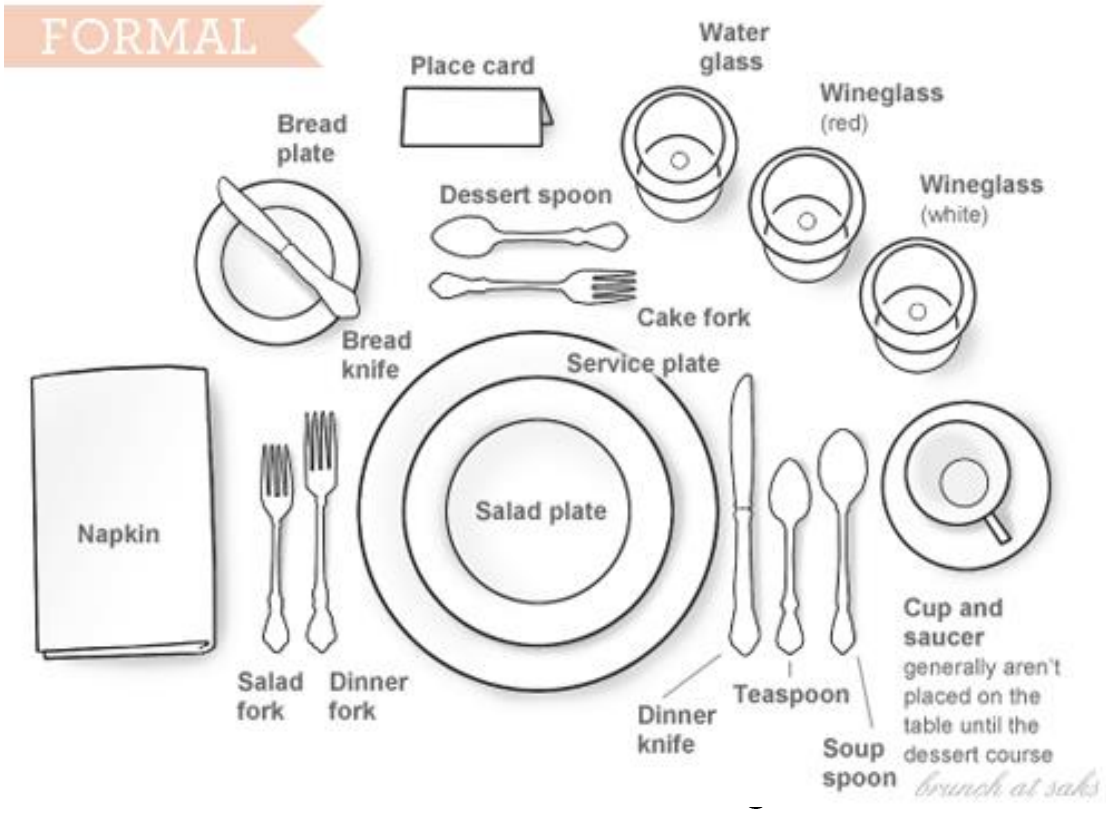
ONLINE RESOURCE
Etiquette Espionage by Gail Carringer
ISBN: 9780316215220
At Mademoiselle Geraldine's, young ladies learn to finish…everything. Certainly, they learn the fine arts of dance, dress, and etiquette, but they also learn to deal out death, diversion, and espionage--in the politest possible ways, of course.

DVD



Which Fork Do I Use? (DVD – Video recording)
ISBN - 157175704X
A FACS educator gives six multicultural teens the do's and don'ts of dining out from the time they step into a restaurant through paying the bill. Useful tips on table etiquette and manners are presented in a lighthearted, fun format, to help make a special occasion memorable and enjoyable for all.





http://ilovetocook.org/proper-table-setting/