



- **Manners are a way of being thoughtful and considerate of others. They help you feel good about yourself; a feeling which is important to you now and in the future. Learn good manners and make them a part of what you do each day. They will help you to feel sure of yourself—whether you are eating at home, in a restaurant or at a friend's house.**

Source: *Mealtime Manners*, publication from University of Kentucky, College of Agriculture, Cooperative Extension Service

Prepared by Tracy Buckles,  
4-H/FCS Extension Agent,  
Johnson County.

## Good Table Manners

- Sit correctly at the table.
- Maintain good posture with your feet on the floor.
- Keep your hands in your lap or rest them on the edge of the table.
- Do not place elbows on the table.
- Place the napkin in your lap (smaller napkins are completely unfolded while larger dinner napkins are only half unfolded).
- Use the napkin as needed to blot your fingers and mouth, and to blot minor spills during the meal.
- If you must leave the table, excuse yourself and place your napkin on the seat of your chair, not on the table.
- When the meal is finished place the knife and fork in the center of the plate to show you are finished eating. Place napkin to the left side of the plate.
- Wait to eat until all have been seated and served.
- Always pass to the right.
- Take small bites and eat slowly.
- Chew with your mouth closed.
- Don't speak with your mouth full of food.
- Bring food to your mouth, not your mouth to the food.
- Eat all of the food taken on a fork or spoon at one time.
- Make sure there is no food in your mouth before you drink a beverage
- Never remove food from your mouth, except bones, seeds, or pits.
- Break bread or rolls into smaller pieces before eating.
- Keep food on your plate and not on the table.
- Try not to use your fingers to push food on your fork or spoon.
- You may use your fingers to eat foods such as carrot sticks, celery, potato chips, bread, rolls and sandwiches.
- When eating soup spoon away from yourself.
- Butter should be taken from the butter dish and placed on the bread plate, not directly on the bread.



# Table Manners

## What To Do With All The Silverware?

~ Your food comes, and you panic because you don't know which fork to use. The rule is start with the fork on the outside.

~ The silver is set in the order it is to be used, with the first course's silver being on the outside. Forks (tines up) on the left, knives (cutting edge pointing in), and spoons on the right.

~ Your dessert spoon and fork are above your plate or

brought out with dessert.

~ Remember to work from your outside in and you'll be fine.

~ When in doubt, use your fork. It's preferred over fingers, spoons, and yes, even knives! If you can eat or cut something with your fork, do so.

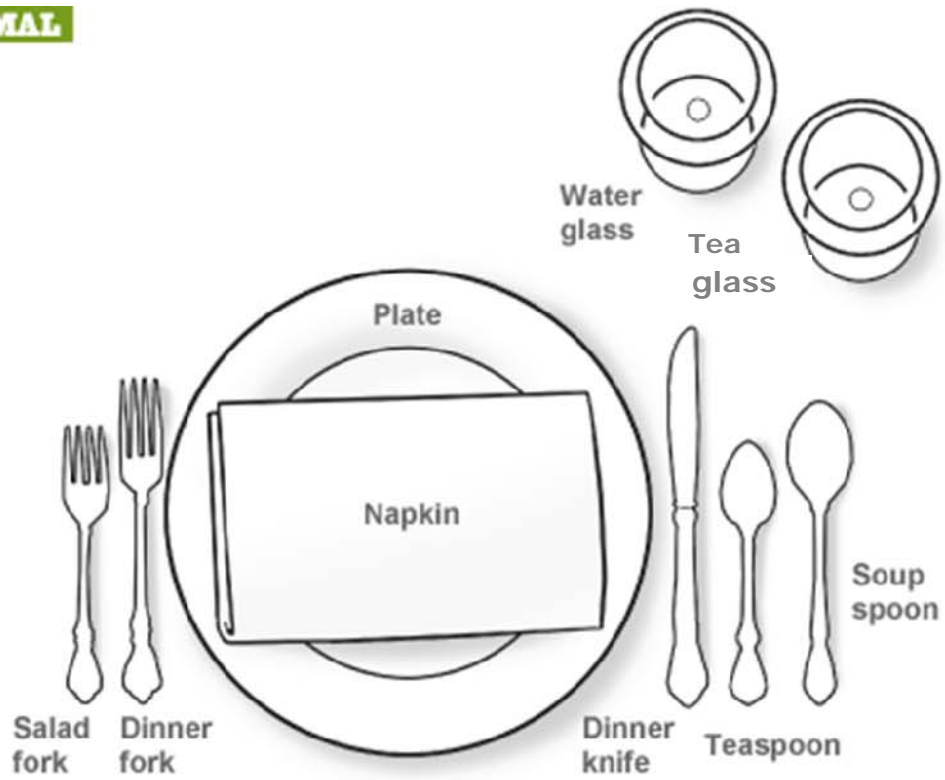
~ In between eating, lay your silverware on your plate. Do not lay used silverware on the tablecloth.

### Remember:

First impressions mean a lot, so try to always use your best etiquette. You may not remember every single rule. In that case, use your common sense and do what ever you think is best.

Finally, good manners are just a way of showing other people that we have respect for them, not a way of acting "all superior."

**INFORMAL**



Utensils are placed one inch from the edge of the table

**FORMAL**

