

# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 1



# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 2

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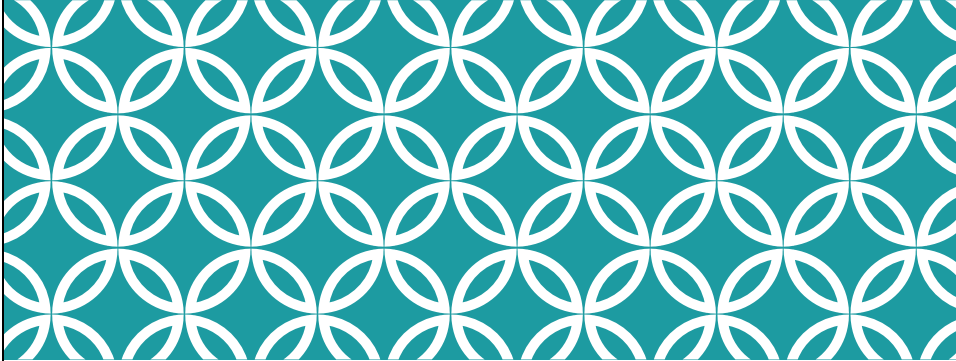
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2

# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 3



**TABLE SETTINGS** | Basics  
Cover  
Meals at Home

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# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 4

### BASICS

- Table should be set before people sit down to eat
- Start with a clean, sanitized table
- Place the linens
  - Tablecloths
  - Placemats
- Add a simple decoration



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Clean and sanitize table before setting the table.

### **Table Linens**

**Tablecloths** – coverings for the entire table

**Runners** – long, narrow cloths that run down the center of the table

**Place mats** – cover the area of a single place setting

**Napkins** - a square piece of cloth or paper used at a meal to wipe the fingers or lips and to protect garments. Can be placed to the left of the forks or folded on the dinner plate or tucked into a glass

Decorations can include a candle or small vase with flowers.

# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 5

### COVER

The area containing a person's tableware

- Set in order:
  1. Dinner plate
  2. Flatware
  3. Glassware
  4. Bread and salad plates
  5. Napkin



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### **Place Setting**

**Dinner Plates** – center on cover, about 1 inch from the edge of the table

**Flatware** – arrange in the order in which it will be used, starting from the outside and working toward the plate. Knives are to the right of the plate with the blade facing the plate. Spoons are to the right of the knife. Forks are to the left of the plate, tines up.

**Glassware** – water glass should be placed at the tip of the dinner knife. Beverage glass to the right of the water glass. Cup and saucer is placed to the right of the spoon

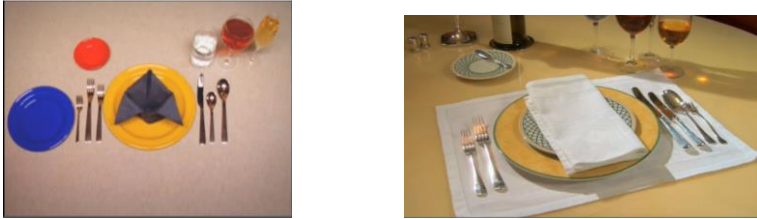
**Bread and salad plates** – should be placed above the forks. If both being used, place the salad plate to the left of the forks

# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 6

### TABLE SETTINGS



[How to Set a Classic Dinner Table](#)      [How to Set a Formal Table](#)

(click on links)

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View videos on table settings:

- **How to Set a Classic Dinner Table**

Figuring out which fork to use for which course can be confusing enough, but having to actually set those forks—and everything else on the table? A recipe for disaster... or a chance to strut your etiquette stuff.

<http://www.howcast.com/videos/578-How-to-Set-a-Classic-Dinner-Table>

- **How to Set a Formal Table**

Learn how to set a formal table and you'll no longer be intimidated by someone else's!

<http://www.howcast.com/videos/308988-How-to-Set-a-Formal-Table>


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## Table Settings, Etiquette and Presentation

Slide 7

### MEALS AT HOME

- Buffet
- Family Service
- Modified English Service
- Plate Service



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**Buffet** - a method of serving food in which people help themselves to food set out on a table

**Family service** - serving meals in which food is placed in serving dishes and passed around the table

**Modified English service** - a more formal way of serving a meal for a small group as foods for the main course are brought to the table in serving dishes and are placed in front of the host, along with a stack of dinner plates. The host then serves the main course and vegetables on each dinner plate and passes the plate to the right

**Plate service** - serving meals in which food is portioned out on individual plates in the kitchen and brought to the table

# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 8






# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 9

### GOOD TABLE MANNERS

- Shows respect and consideration for others
- Allows you to feel comfortable in social situations
- Is an asset in the working world
- Meetings and interviews may take place during meals
- Rules may vary in different cultures



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Discuss with students how valuable good table manners are in the business world.

Refer to handout **Table Etiquette** (see All Lesson Attachments tab) for more information.

# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 10




# Presentation Notes

## Table Settings, Etiquette and Presentation

Slide 11

### APPEALING

- Color
- Flavor
- Shape and size
- Temperature
- Texture



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**Color** – choose foods in a variety of colors

**Flavor** – food flavors should complement and keep the taste buds interested

**Shape and size** – create different effects by changing the food's form and proportion

**Temperature** – affects its taste and texture as well as food safety. Keep hot foods hot and cold foods cold

**Texture** – refers to the way food feels when you chew it. Aim for a variety of textures

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## Table Settings, Etiquette and Presentation

Slide 12

QUESTIONS?



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## Table Settings, Etiquette and Presentation

Slide 13

### REFERENCES AND RESOURCES

#### Images:

- Microsoft Office Clip Art: Used with permission from Microsoft.

#### Textbooks:

- Draz, J. & Koetke, C. (2010). *The culinary professional*. Tinley Park, IL: Goodheart-Willcox Company.
- Kowtaluk, H. (2010). *Food for today*. Columbus, OH: Glencoe/McGraw-Hill.

#### Videos:

- How to Set a Classic Dinner Table  
Figuring out which fork to use for which course can be confusing.  
<http://www.howcast.com/videos/578-How-to-Set-a-Classic-Dinner-Table>
- How to Set a Formal Table  
Learn how to set a formal table and you'll no longer be intimidated by someone else's!  
<http://www.howcast.com/videos/308988-How-to-Set-a-Formal-Table>

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13