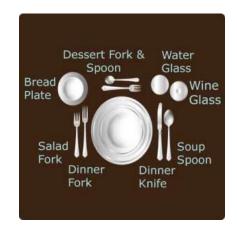


Understanding Place Settings

Informal Place Setting

Have you ever walked into a restaurant, sat down at a table, and wondered what all the forks, glasses, and plates were used for? Understanding the layout of the dinner table is the first step to not embarrassing yourself in front of your business partners. If you look at the picture of the informal place setting to your right, you will see the simplest version of a table. Remember: always work from the outside in or from top to bottom.

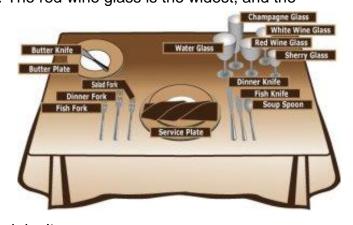


Formal Place Setting

There is also a more formal place setting. The glasses appear to be the most complicated part. The way to distinguish between them is first to note that the water-glass is always situated directly above the dinner knife. The champagne glass is easily recognizable by its distinctive flute shape. The red wine glass is the widest, and the

white wine glass has the longest stem. If present, the small sherry glass will be located to the right of all the other glasses.

In a formal setting the same tricks previously mentioned don't work. In this setting the salad fork is on the inside, not the outside.



Finally, here are a few more dining dos and don'ts:

Do: Cut only bite sized pieces of your meal

Don't: Blow on your food while it is hot

• **Don't:** Talk with food in your mouth

Source: http://businessdinneretiquette.wordpress.com/2012/02/19/understanding-place-settings/

