Invited to a business dinner and don’t know how to act? It is important to present a professional image to potential employers or networking contacts. Good manners will always make a good impression, especially at the table.

**Introductions**
- When making introductions, the lower-ranking person is introduced to the higher-ranking one. For example, say the supervisor’s name first to introduce a trainee. (Mr. Jones, I would like you to meet Bill Smith.)
- Be prepared to shake the hand of everyone you meet. Be sure to have a firm grip and give a three-pump handshake.
- Stand up for an introduction. It is polite to stand while greeting someone.
- Smile and repeat the name of the person to whom you are being introduced. (It’s nice to meet you, Bill Smith.)

**Table Settings**
- The order of courses you will most likely encounter are: appetizer or soup, salad, entrée, and dessert.
- To determine which silverware to use, work from the outside of the place setting in. Use the fork or spoon farthest from the plate first, and then use the next consecutive piece for the next course.
- Your bread plate will be on your left and your drink glassware will be on your right.
- When you are finished eating, place your knife and fork together on your plate.

**Dining Guidelines**
- Don’t talk with your mouth full or wave silverware around
- Don’t pick up dropped silverware or food
- Place your napkin in your lap shortly after you sit down
- When you have finished eating, casually place your napkin to your left and don’t push your plate away from you
- Don’t place any purses, bags, sunglasses, cell phones, or briefcases on the table
- Turn off any cell phones or beepers
- Have proper posture and keep your elbows off the table
- Don’t apply makeup or brush your hair at the table
- If you get up to leave during the meal, excuse yourself from those present and place your napkin in your chair
- Don’t discuss anything that could make others uncomfortable, including illness, surgery, funerals, money, politics or religion
- If you are a guest, don’t bring up business unless your host does
- Order something easy to eat, and avoid foods that could be messy or finger foods
• When ordering, follow the lead of the host and don’t order the most expensive item
• In general, don’t order alcohol
• If warm towels are used, these will be served with tongs by the waiter or waitress and should be returned to the tray when used
• If finger bowls are used, dip your fingers into the water and then move them slightly below the table to dry them with your napkin
• Break your bread into small pieces and butter each piece individually
• Gently stir your soup instead of blowing on it, and spoon your soup away from you
• Try to pace yourself to finish your meal with everyone else
• Take small bites
• If something undesirable is in your mouth, remove it discreetly with your fork
• If something is wrong with your meal, quietly speak to the waiter