

#10535 TABLESCAPES: SETTING THE TABLE

LEARNING ZONEXPRESS, 2000

Grade Level: 3-13+

14 Minutes

3 Instructional Graphics



CAPTIONED MEDIA PROGRAM RELATED RESOURCES

[#3159 THE MYSTERY OF THE MISSING TABLE MANNERS](#)

[#8154 MAGIC WITH FLORAL DÉCOR: DRIED FLOWER FANTASY](#)



NAME _____

HOUR _____

VIDEO WORKSHEET

1. In the space below, draw the correct table setting for a family dinner using knife, fork, spoon, napkin, glass, and salad plate.

Matching: Choose the style of service that best fits the description.

- | | |
|---|--|
| <p>_____ 2. The dishes and food are placed on a separate counter or table and people help themselves.</p> <p>_____ 3. The table is set and the dishes of food are set on the table and passed around for people to serve themselves.</p> <p>_____ 4. Individual plates are prepared in the kitchen and brought out to the people.</p> | <p>a. Buffet Style</p> <p>b. Formal Service/
Restaurant Style</p> <p>c. Family Style</p> |
|---|--|

5. Give 2 ideas of ways to make the table attractive.

6. Decorations should be placed _____ eyelevel.



**LEARNING
ZONE**XPRESS

©Learning Zone Express

P.O. Box 1022, Owatonna, MN 55060 (507) 455-9076

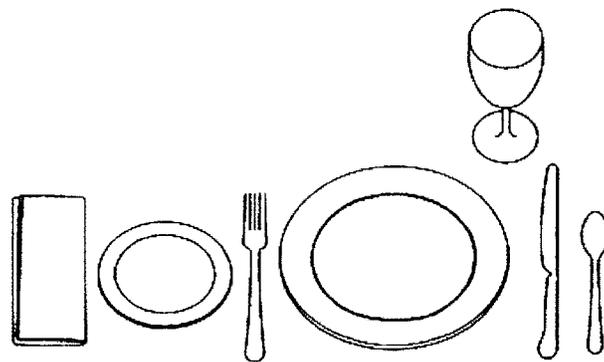
Tablescapes

Setting the Table



VIDEO WORKSHEET Teacher's Key

1. In the space below, draw the correct table setting for a family dinner using knife, fork, spoon, napkin, glass, and salad plate.



Matching: Choose the style of service that best fits the description.

- | | |
|---|--|
| <p><u>a.</u> 2. The dishes and food are placed on a separate counter or table and people help themselves.</p> <p><u>c.</u> 3. The table is set and the dishes of food are set on the table and passed around for people to serve themselves.</p> <p><u>b.</u> 4. Individual plates are prepared in the kitchen and brought out to the people.</p> | <p>a. Buffet Style</p> <p>b. Formal Service/
Restaurant Style</p> <p>c. Family Style</p> |
|---|--|

5. Give 2 ideas of ways to make the table attractive.

Mix and match colors for eye appeal; placemats, dishes, centerpieces; create interesting centerpieces with fruit, flowers, shells, artwork, or candles; use folded napkins: printed paper service, plates, napkins, etc.

6. Decorations should be placed below eyelevel.



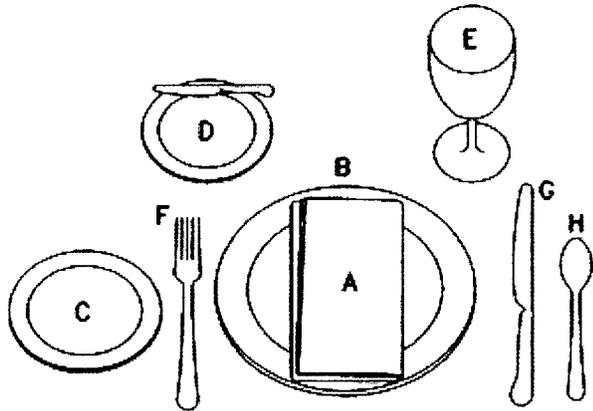
**LEARNING
ZONEXPRESS**

©Learning Zone Express

P.O. Box 1022, Owatonna, MN 55060 (507) 455-9076

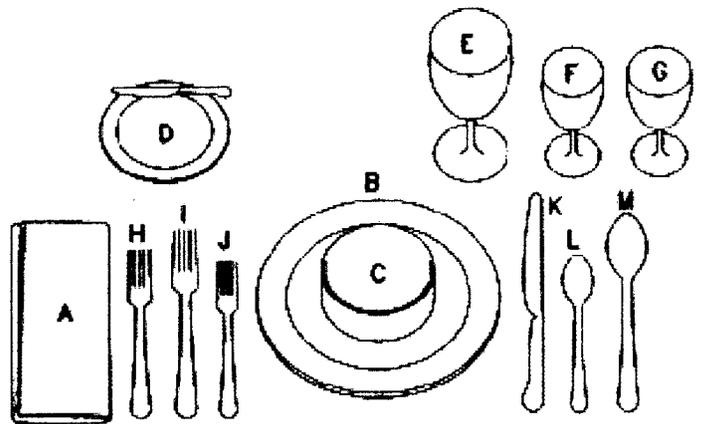
Tablescapes:

Proper Table Settings



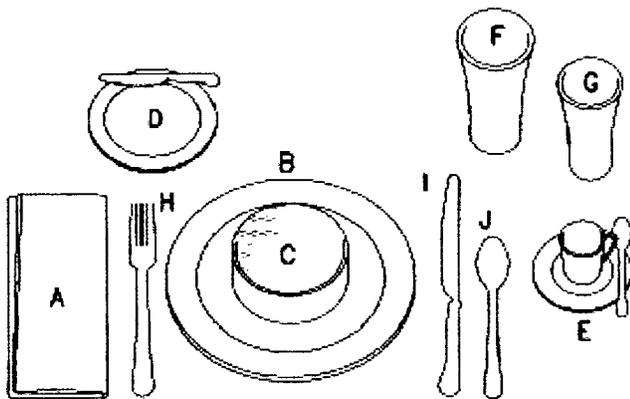
Family Dinner

- | | |
|---|----------------|
| A. Napkin | E. Water glass |
| B. Dinner Plate | F. Fork |
| C. Salad Plate | G. Knife |
| D. Bread & Butter Plate with butter knife | H. Teaspoon |



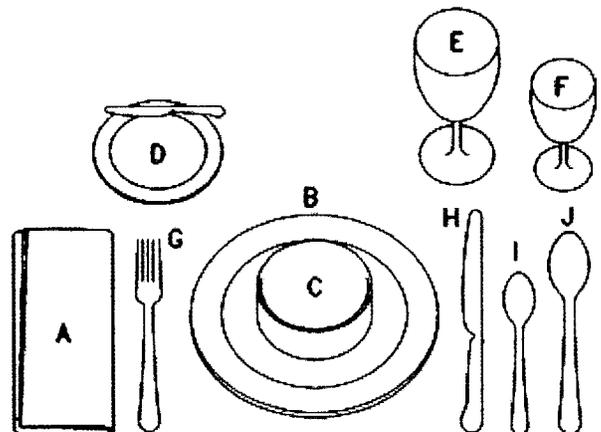
Formal Dinner

- | | |
|---|-----------------|
| A. Napkin | G. Wine glass |
| B. Service plate | H. Salad Fork |
| C. Soup bowl on a liner plate | I. Dinner Fork |
| D. Bread & Butter Plate with butter knife | J. Dessert Fork |
| E. Water glass | K. Knife |
| F. Wine glass | L. Teaspoon |
| | M. Soup Spoon |



Breakfast

- | | |
|----------------------------|----------------|
| A. Napkin | F. Water glass |
| B. Luncheon Plate | G. Juice glass |
| C. Cereal Bowl | H. Fork |
| D. Bread & Butter Plate | I. Knife |
| E. Cup & Saucer w/teaspoon | J. Teaspoon |



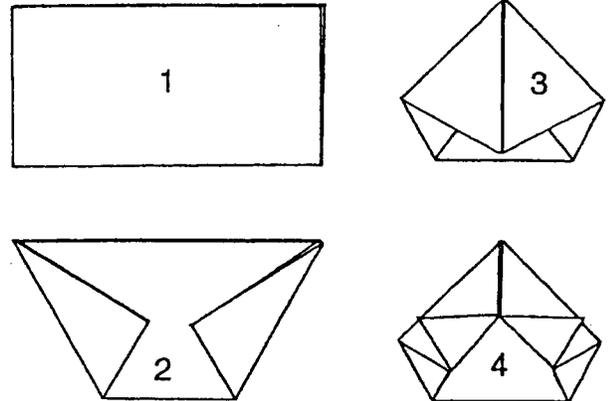
Luncheon

- | | |
|--|------------------|
| A. Napkin | E. Water glass |
| B. Luncheon Plate | F. Wine glass |
| C. Soup (or other first course plate) on a liner plate | G. Luncheon Fork |
| D. Bread & butter plate with butter knife | H. Knife |
| | I. Teaspoon |
| | J. Soup spoon |

Folding Directions:

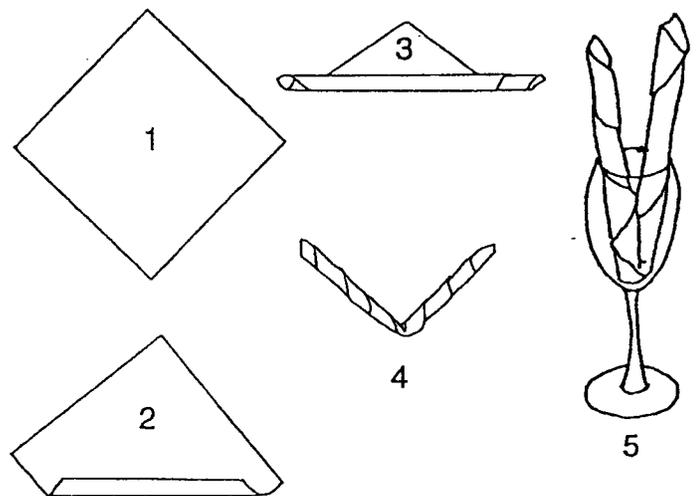
The Placemat—

1. Fold the Flour Sack Towel in half so the the open edges are on the top.
2. Following the illustration, fold the bottom edges in on an angle.
3. Fold the top edges down toward the bottom. The long edges should meet directly in the center of the placemat.
4. Fold the center edges up. Flatware can be tucked into this fold as shown in the table setting on the 1st page.



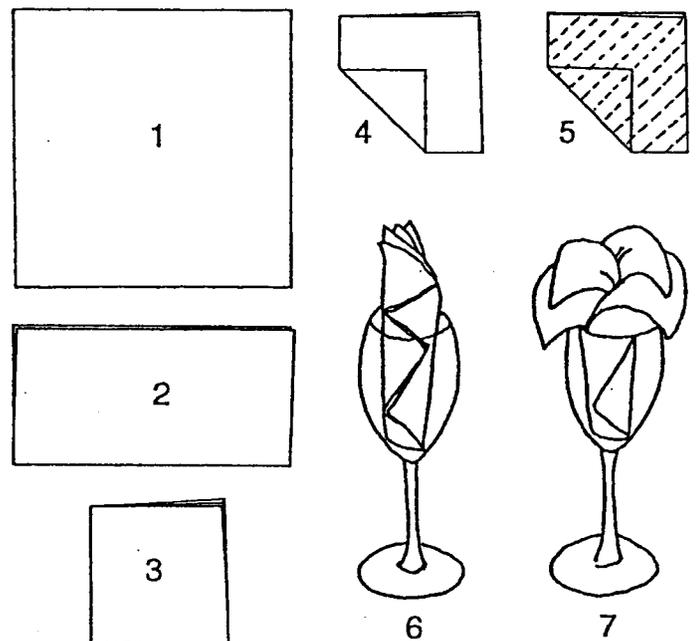
The Tall Crossed Pillar Napkin Fold—

1. Lay an open napkin in front of you with the corners facing in a diamond shape.
2. Begin rolling the napkin up tightly from the bottom corner.
3. Continue rolling until you reach the top.
4. Fold the pillar shape in half.
5. Place the folded end into glass or stemware. The ends can remain sticking straight up or slightly bent and crossed as shown in the table setting on the 1st page.



The Petal Fold Napkin Variation—

1. Lay the open napkin before you in a square shape.
2. Fold the napkin in half with the edges on the top.
3. Fold the napkin in half again from left to right.
4. Fold the bottom left hand corner up partially as shown in the illustration.
5. Make accordion folds across the length of the napkin along the dotted lines.
6. Place the folded napkin in a glass or stemware.
7. Peel the corners back one at a time. Place a flower, party favor, breadstick or a place card in the center.



RULES OF GOOD TABLE MANNERS

BEGINNING OF THE MEAL

- Be on time or just a few minutes early.
 - Come to the table appropriately dressed, with clean hands and face, hair neatly combed.
 - If table prayer is said, bow your head, wait until it is finished before starting to eat.
-

WHEN YOU ARE A GUEST

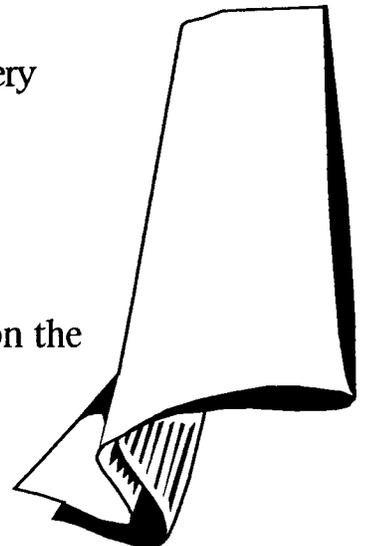
- Wait for the hostess to tell you where to sit. Stand behind your chair until the hostess tells you to be seated. Be seated from the left of your chair, if possible.
 - A boy or man helps seat a girl, or woman, to his right.
 - Follow the lead of the hostess in picking up your napkin and in starting to eat.
-

PASSING AND TAKING FOOD AT THE TABLE

- Pass food to your right.
 - Ask for food to be passed with a “please” and “thank you”.
 - In passing, turn the handles toward the person receiving it.
 - If a butter knife is passed with the butter, use it to serve yourself, not for spreading the butter.
 - Use serving implements provided, not your own silverware, or your fingers.
 - Do not hand someone food, such as a roll. Pass the serving plate.
-

USING A NAPKIN

- Put your napkin on your lap, leave it partly folded, unless it is very small, then open it completely.
- Do NOT tuck napkin under your chin.
- Blot your lips lightly with the napkin, don't “wash your face!”
- If you must leave the table during the meal, place your napkin on the table to the left of your plate. At the end of the meal, place your unfolded napkin to the left of your plate.
- If you are a guest, wait for the hostess to place her napkin beside her plate at the end of the meal before you do.



Use Your Etiquette

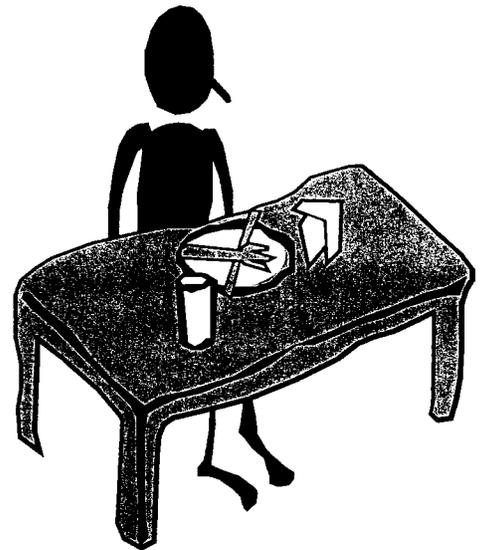
Chorus:

Etiquette, etiquette, what's the deal with
Etiquette, etiquette, have you heard of
Etiquette, etiquette, here's the word on it
Can't go wrong if you use your etiquette



It's polite to use manners at the table
Demonstrate you're mature and able
Place your napkin in your lap
Keep you elbows off, sit with a straight back
Which flatware are we using?
Do what the person at the head of the table doin'
Serve with the serving spoon and fork
Use good language, don't be a dork
Chew quietly, close your mouth with food
Cuz talking with a mouthful's really rude
(repeat chorus)

Use your silverware from the outside in
Cut one bite at a time and begin to eat
What a treat! You're enjoying a meal that's being done properly
When you're done, place your napkin to the left
Cross your knife and fork in the center of your plate
And then you wait for the staff to clear your stuff away
Servers working day and night
Serve from the left, clear from the right
Unless it's a drink, and then you think
Do what's best and most convenient
Clear off the serving dishes first
Next is the tableware of the persons
Follow these simple rules
You'll have table etiquette down smooth
(repeat chorus two times)



USING SILVERWARE

- Use the piece of flatware farthest from your plate first, then work in towards your plate.
- Do not overload your fork or spoon. Hold the spoon as you hold a pencil. Place the spoon on the saucer, or plate, when not in use, or when you are finished.
- When cutting food with a knife, hold the handle in your palm, with your thumb and last three fingers supporting it. Place forefinger on the back of the blade as you cut. Cut only one or two bites at a time.
- Place a used knife or fork on the plate, when not in use, not on the table. At the end of the meal, leave the knife and fork across the center of the plate.

EATING SOUP

- Never blow on soup, or any food! Wait for it to cool.
- Tip the soup spoon AWAY from you as you fill it. Touch it on the side of the bowl to remove drips before bringing it to your mouth.
- Do not lean way over to save lifting distance.
- Sip, don't slurp, from the side of the soup spoon.
- It is permissible to tip the soup dish away from yourself to scoop up the last of the soup.

PRACTICING GOOD HABITS AND POSTURE AT THE TABLE

- Keep your hands on your lap during a meal when you are not eating.
- Do not sprawl all over the table, or sit slumped over. Do not tilt back on the back legs of your chair.
- Avoid unpleasant topics of conversation at the table.
- Do not talk with your mouth full. Chew with your mouth closed, as quietly as possible.
- Keep elbows close to your sides at the table, especially when cutting food.
- Avoid nervous habits, such as tapping the water glass, fiddling with your hair or making gestures with silverware.
- Do not comb your hair at the table.
- Turn your head away from the table when you cough or sneeze.



Name: _____

Hour: _____

Table Manners When Eating Out

DIRECTIONS: Read the information "Rules for Good Tables Manners When Eating Out" and answer the questions below.

1. In the space below, draw the correct table setting for a formal place setting you might find in a restaurant.

2. Give two reasons why it is important to use good table manners:

a. _____

b. _____

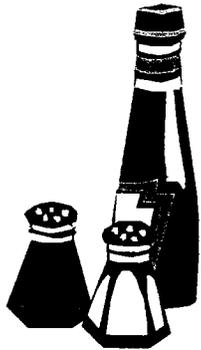
3. Where do you put your napkin during a meal? _____

4. Write exactly what you would say to the server if you wanted a salad with your meal: _____

5. If you ordered an entrée and an appetizer in a restaurant, which would be served to you first? _____
6. You are at a formal restaurant and when you sit down there are four forks. How do you know which one to use?

7. How many pieces of pork chop do you cut at one time? _____
8. When you finish your meal, where do you set your knife? _____

9. What does the word ALFREDO on a menu mean? _____
10. If you are in a restaurant can you eat fried chicken with your fingers? _____
11. List 5 proper ways to behave in a restaurant:
- _____
 - _____
 - _____
 - _____
 - _____



Name: _____

Hour: _____

Please Pass the Test

DIRECTIONS: Read "Rules of Good Table Manners" and answer the following questions.

1. When Mrs. Smith says that dinner is served you would:
 - a. take your usual spot at the table
 - b. just pick a seat
 - c. wait for the hostess to tell you where to sit
 - d. sit wherever there is an open place

3. What do you do when you first sit down at the table?
 - a. watch what the hostess does
 - b. begin serving whatever food is close to you
 - c. start a conversation
 - d. tuck your napkin under your chin

4. Mrs. Smith is going to say a table prayer, but you don't know it so you:
 - a. just start eating
 - b. bow your head & wait quietly

5. If someone just want one roll, hand it to them, no need to pass the basket.
 - a. true
 - b. false

6. Always pass food:
 - a. to your right
 - b. to whoever is most hungry
 - c. to your left

7. When you use a napkin: (circle 3 that are correct)
 - a. tuck it under your chin
 - b. leave it alongside your plate so you know where it is
 - c. open it up, place it on your lap
 - d. only use it to "blot" your lips vs. wiping your whole mouth
 - e. leave it on your chair when finished
 - f. when finished place unfolded napkin on the left of your plate

8. When you sit down to a meal with 4 or more forks you should:
- use the one you are most comfortable with
 - use the fork closest to your plate
 - use the one farthest from your plate first
9. When you are eating, how many pieces of chicken do you cut?
- all of it before you begin
 - one or two pieces as you eat it
 - half of it to begin with
10. It is permissible to blow food that is too hot.
- true
 - false
11. If butter is passed with a "spreader" you use it to spread the butter on your roll before passing it on.
- true
 - false
12. At the end of the meal you lay your knife and fork back in the spot it was to start the meal.
- true
 - false
13. Why are good manners at the table important? _____

14. If you were eating at a friend's house and you wanted more salad at the other end of the table, write down the exact words you would say: _____

15. What is the general rule to follow if you sit down to dinner with many forks and spoons? How do you know which one to use? _____

16. Mealtime conversation is very important. Mealtime should be pleasant. List 6 topics that are appropriate to discuss.
- _____
 - _____
 - _____
 - _____
 - _____
 - _____

RULES FOR GOOD TABLE MANNERS WHEN EATING OUT

PRACTICING GOOD MANNERS IN A RESTAURANT

Have you ever been confused about how to act at a meal in a restaurant? Good manners create an impression of you that will last a long time, and it will make eating out more pleasant. It might seem like a lot to remember, but once you follow some of these tips, they'll become automatic:

- Place napkin on your lap when you sit down.
- When you have several forks, etc., use the farthest one first and work your way in towards your plate.
- Cut one or two bites of food at a time and then eat it.
- Break rolls with your fingers and butter only a few bites at a time.
- Eat quietly. Chew with mouth closed.
- Use fingers to eat sandwiches, bread, carrot and celery sticks, pizza and fried chicken.
- Place "used" flatware across the center of your plate.
- Elbows off table, and say "thank you" when server brings you food or beverage.
- When you are finished with your meal, place your napkin to the left of your plate on the table.

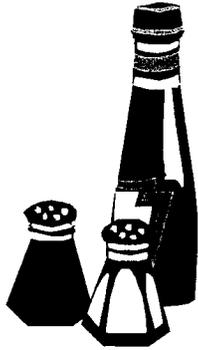
READING THE MENU

Menus are often divided into sections for different types of food or COURSES, which are parts of the meal. Your meal might include appetizers, soups, salads, entrees, desserts and beverages. An APPETIZER is an optional first course – a small amount of food used to stimulate the appetite. The entrée is the main course. Foods listed on the menu are priced a la carte which means separate and priced individually or your foods may be listed as a complete meal for a certain price.

Here are a few other words you might encounter on a menu:

- Au Gratin – browned and buttered bread crumbs with cheese.
- Au Jus – French for "in juice" describes meats served in its own juices.
- Alfredo – pasta served in a white sauce made with cream, butter and cheese.
- Cacciatore – Italian for a chicken cooked in a spicy tomato sauce.

Your behavior when ordering and eating should be polite and courteous. You should be quiet, respectful, make no unnecessary noises and remember "please" and "thank you".



Teacher's Answer Key

Please Pass the Test

Answers:

- review the Proper Table Settings handout with students*
- c*
- a*
- b*
- b*
- a*
- c, d, f*
- c*
- b*
- b*
- b*
- answers vary*
- "Please pass the salad."*
- with each course, start with the one farthest from the plate*
- hobbies, school, sports, family, current events, movies, books*



Table Manners When Eating Out

Answers:

- review the Proper Table Settings handout with students*
- first impressions are important, and eating out will be more pleasant*
- on your lap*
- answers vary*
- appetizer*
- use the farthest out and work in toward your plate*
- one or two bites*
- across the center of your plate*
- browned and buttered bread crumbs with cheese*
- yes*
- be polite and courteous; be quiet; be respectful; no unnecessary noises; remember please and thank you*