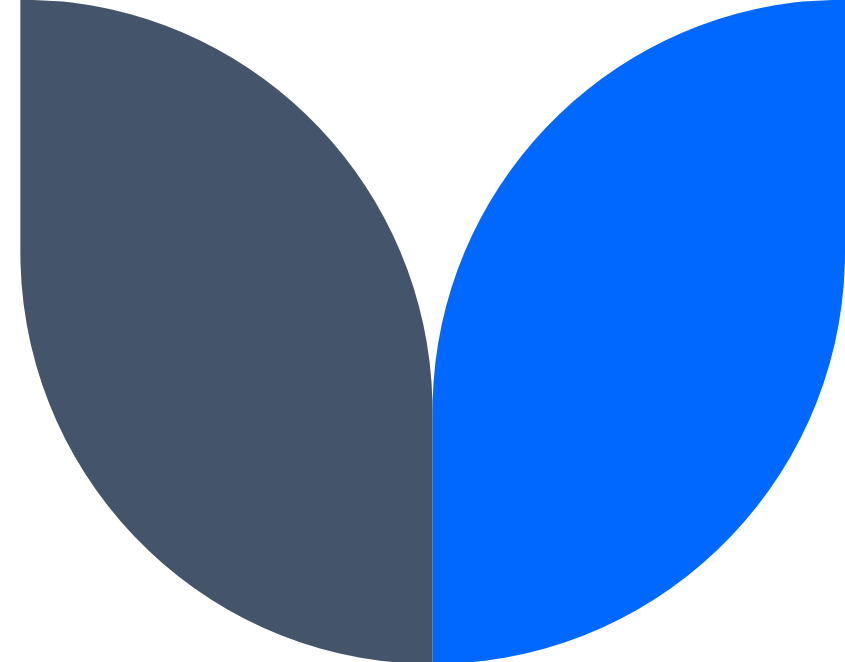
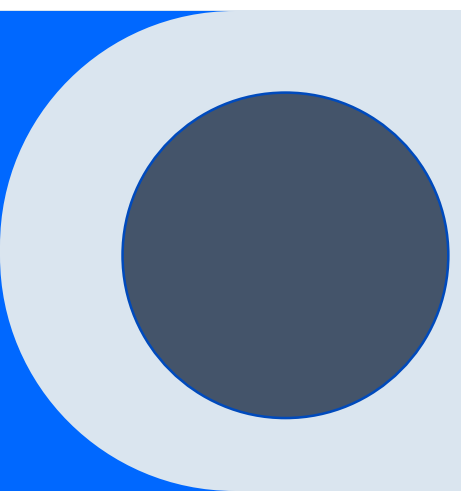




Etiquette

Presented by: Mikhailla Robinson



Etiquette Definition

“the customary code of polite behaviour in society or among members of a particular profession or group.”- Oxford Dictionary

- Politeness
- Consideration
- Thoughtfulness
- Good manners
- Behaviour



What Really Is Etiquette?

Etiquette is what we do in different situations and with different people



A set of rules that dictate how one behaves



Varies according to the culture, event, person's age/position/title



Defines how you dress, speak, eat, drink, dance

Types Of Etiquette?

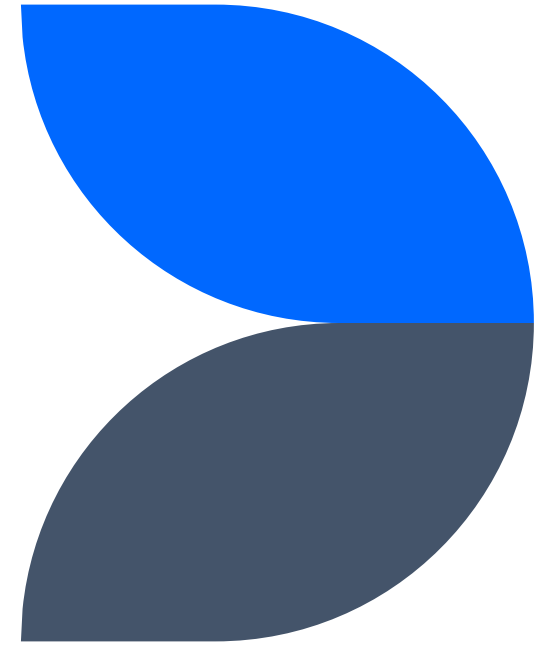
1. Social Etiquette

- Chivalry
- Focused on prioritizing the aged and female gender

2. Business Etiquette

- Power and status
- Gender and age is not an issue

General Etiquette



Social Courtesies

1

RSVP

- Confirm your attendance or give apologies for your absence
- Inform of any special dietary needs
- Do not assume children are invited.

2

Consider the context of the event.

Dress code
Cultural Norms
Attendees

3

Gift

- A consumable that is usually presented to the host or hostess if the event is taking place in their home.

4

Cellphones

- To be placed on silence
- Not to be used as a distraction.
- Focus on others and be present in conversations.

5

Farewells

- Do not leave without locating the host/hostess and thanking them.
- If leaving before the end of the event, extend apologies.

Dining Etiquette

1

Finger food
can be eaten
with fingers

2

Napkins
should be
placed on the
lap for dining

- This should
be used
periodically
throughout
dining.

3

Dinner Rolls

- Should be
consumed in
small bite size
pieces by
hand.

4

Eat to the left,
drink to the
right.

Utensils
should be
used from
outside in.

-

5

Small bites
and chew with
mouth closed.

-

Dining Etiquette

6

Offer and pass items closest to you.

Refrain from reaching across the table or others.

7

Use serving utensils provided.

Pass paired items such as bread and butter or salt and pepper.

8

Only season food after tasting.

No double dipping.

9

Leave plates where they are when finished dining.

Be aware of the service team.

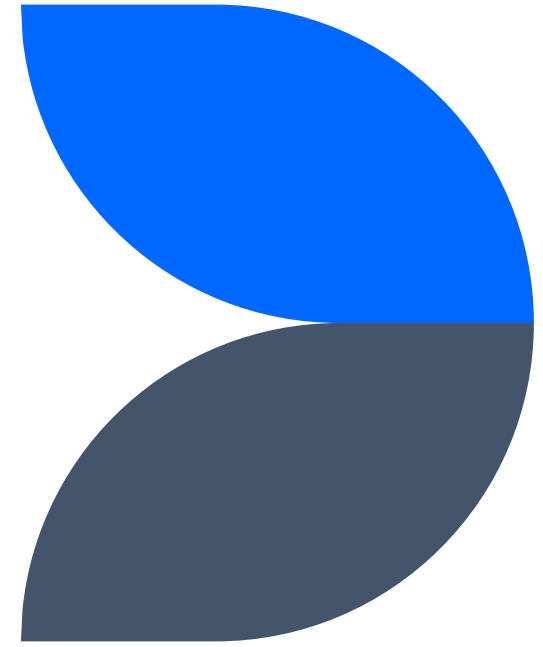
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10

Maintain good posture throughout the event or dining experience.

•

Room Set-Up



Boardroom



Source: <https://www.jamaicapegasus.com/meet>

U-Shape



Source: <https://www.pinterest.com/pin/568368415448924504/>

Theatre Style



Source: <https://www.jamaicapegasus.com/meet>

Classroom Style



Source: <https://www.pinterest.com/pin/568368415448924543/>

Cocktail Reception



Source: <https://www.pinterest.com/pin/114419646759763766/>

Buffet Style



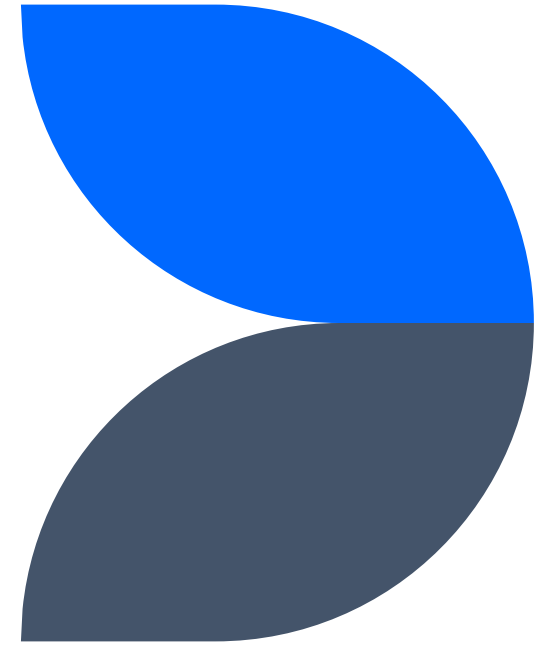
Source: <https://www.jamaicapegasus.com/meet>

Formal Banquet



Source: <https://www.jamaicapegasus.com/meet>

Seating Rules



Seating

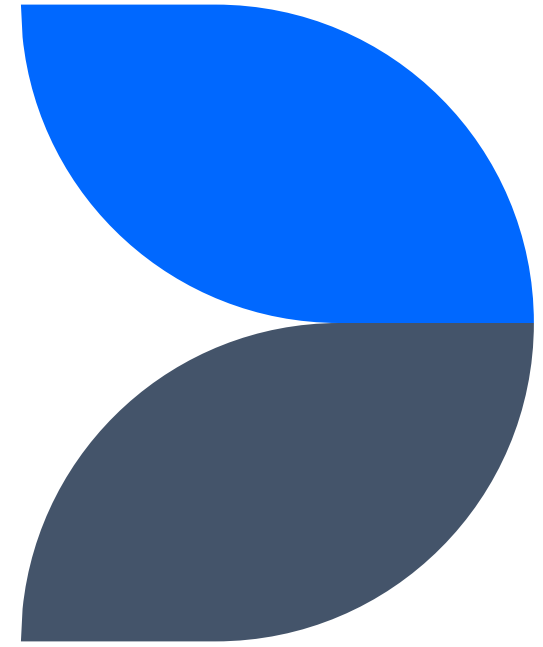
Host at the head of the table with guest of honour to the right and second most important guest to the left.

Ranking then alternates on either side of the host.

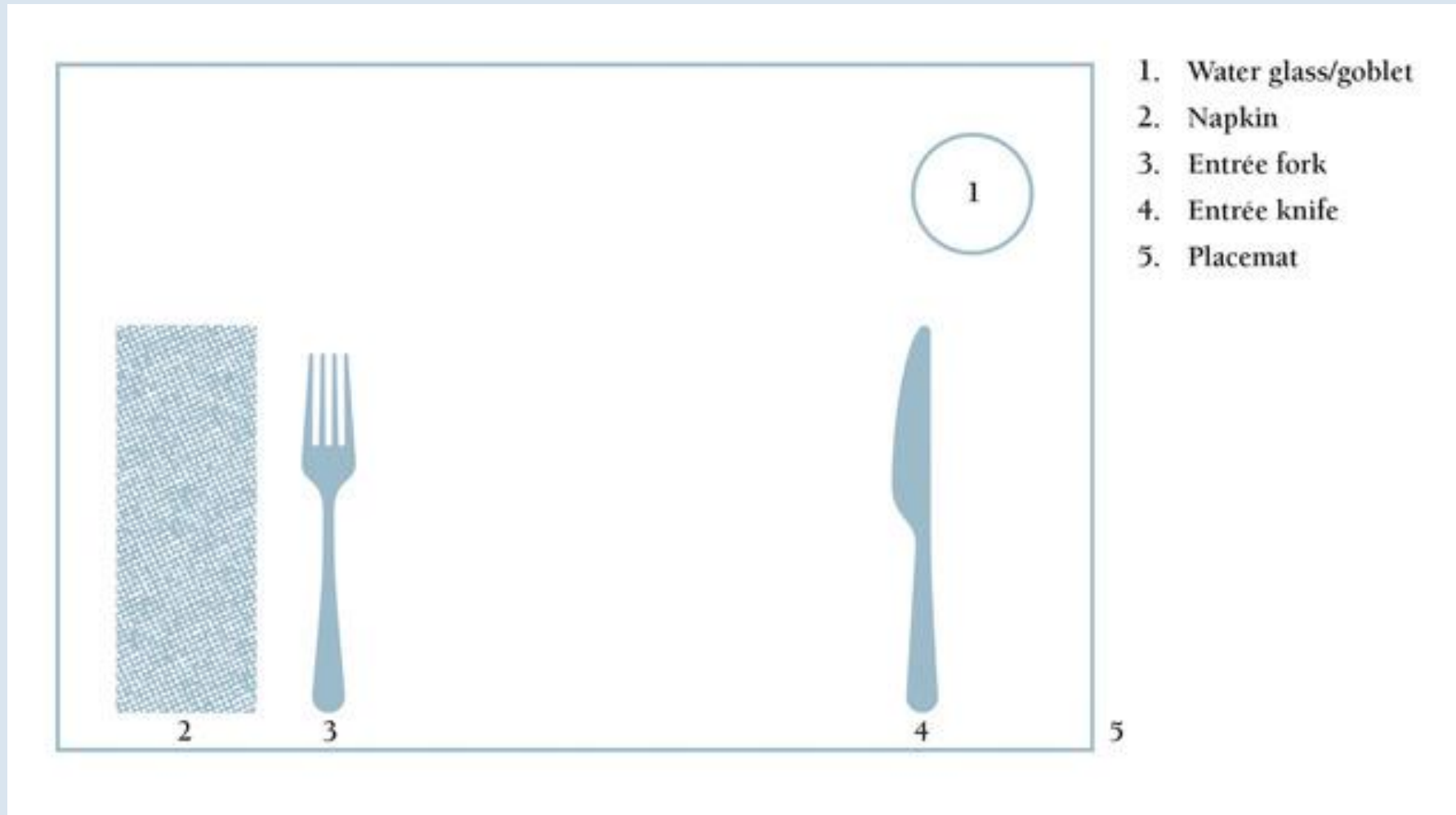
Consideration should be given to balance men and women, language capabilities, interest and expertise

Highly recommended to utilize name cards for seating and these should not be changed by a guests.

Table Settings



Casual/Basic

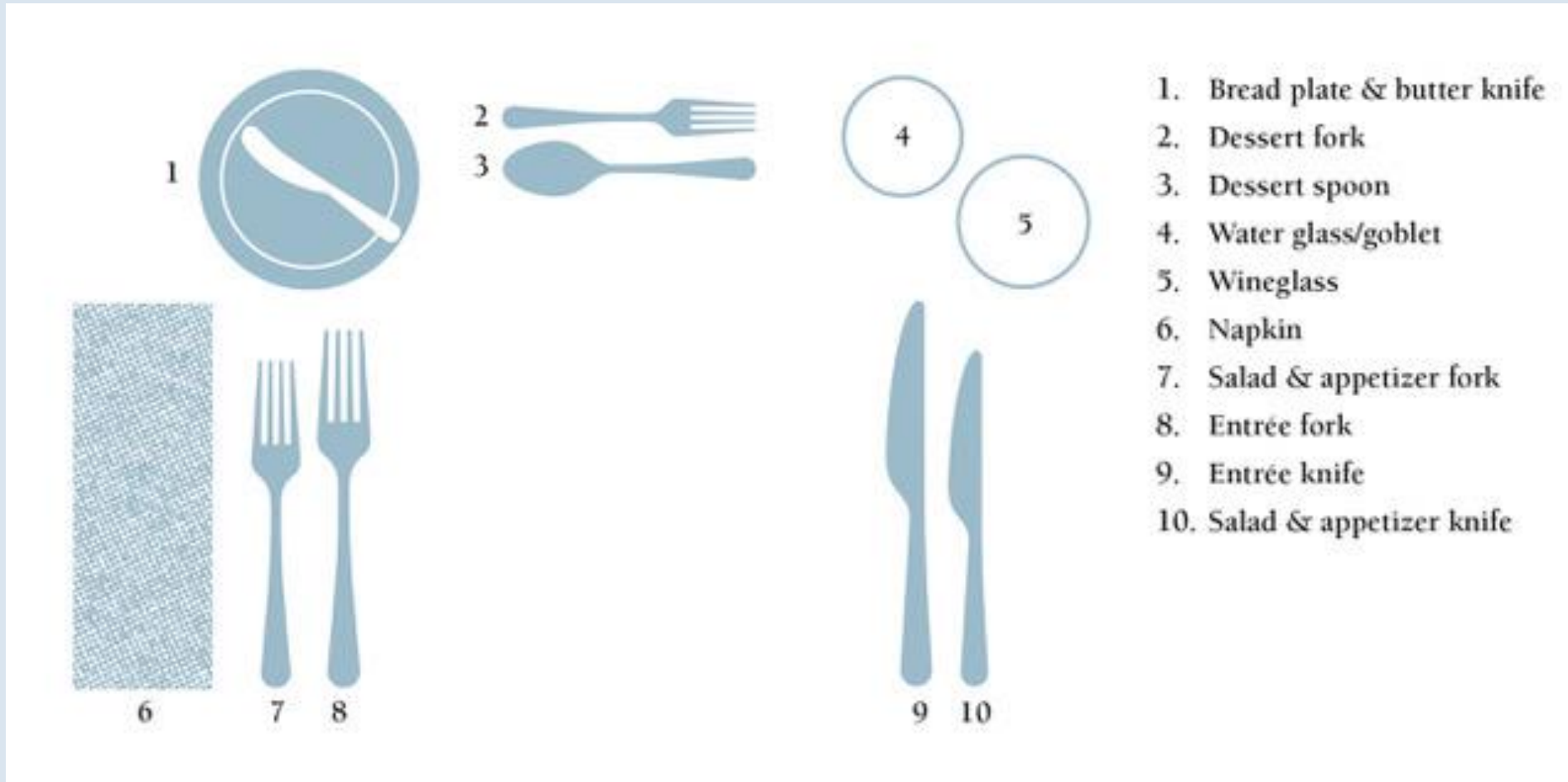


Casual/Basic



Source: <https://www.pinterest.com/pin/344736546460103353/>

Informal/Semi-Formal

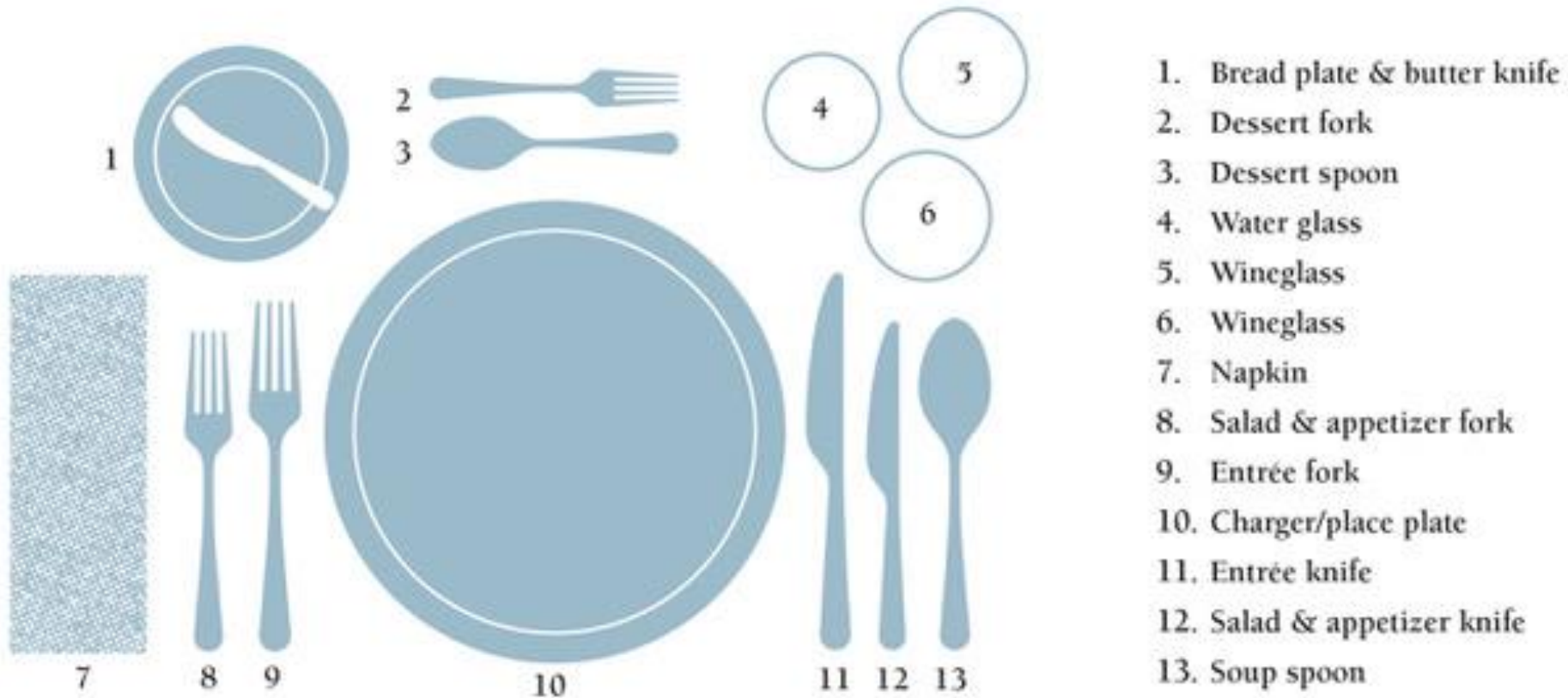


Informal/Semi-Formal



Source: <https://www.thepioneerwoman.com/home-lifestyle/entertaining/a32073874/how-to-set-a-table/>

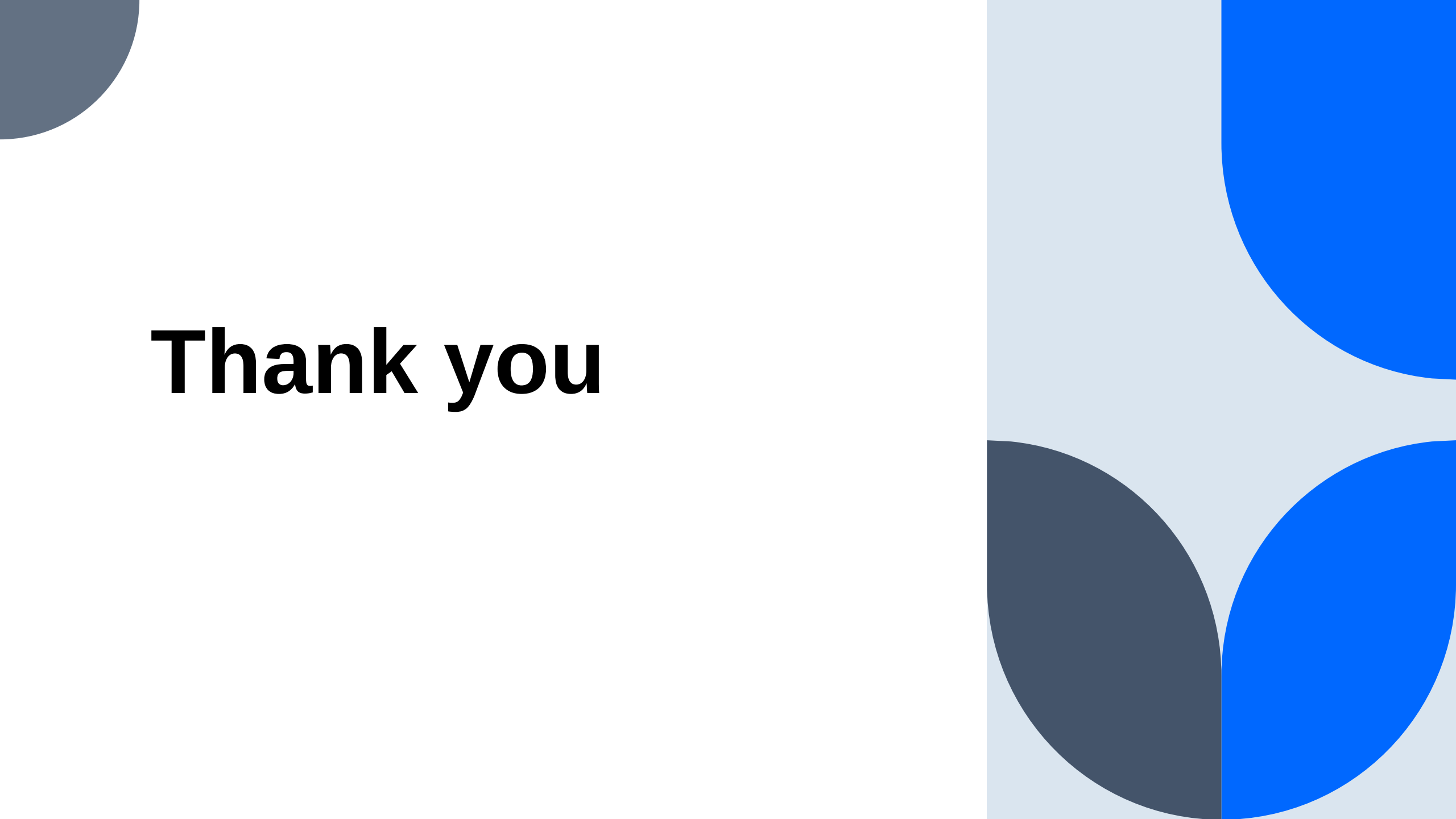
Formal



Formal



Source: <https://www.thepioneerwoman.com/home-lifestyle/entertaining/a32073874/how-to-set-a-table/>



Thank you