

Manners Matter



Meal Appeal

Ages 5 to 8

Life Skill

- Social skills

Project Skill

- Setting a table and using proper utensils

Objective

- Participant learns table manners by practicing setting a table and by considering the best way to eat a variety of foods.

Success Indicators

- Participant sets a table properly and selects correct utensils for eating various foods based on picture “flashcards.”

Eti-Kit

- Knives, forks, spoons
- Plates
- Glasses
- Napkins
- Helper flash cards

Tip for instructors

Prepare colorful flash cards using index cards or heavy card stock and pictures of various kinds of food from magazines. The grocery ads that appear weekly in most newspapers are another good source. If you're a good artist, illustrate the flash cards yourself. Try to choose foods that are to be eaten in a variety of ways—with fingers, with a spoon, with a fork, and with a knife and fork. Have the young person hold up the proper utensil when you flash the card. Discuss the answers.

Courtesy Corner

- When the table is set, the napkin is usually to the left of or on the plate. Once you're seated, the napkin goes into your lap. After the meal, it goes back on the table to the left of the plate or on your chair.

Activity Components

Skills

- The project skill & life skill learned & practiced.

Objective

- A description of the activity and its purpose.

Success Indicators

- How you know that the activity has produced the desired change in the learner.

Eti-Kit

- Materials needed.

The Right Foot

- A brief introduction to pique interest.

Civil Action

- The activity.

Courtesy Corner

- A helpful tip, quote, or piece of trivia about the project skill.

Extra Polish

- An extender or enhancer.

Finishing School

- Review questions that allow the learner to reflect on (share and process questions) and to apply knowledge (generalize and apply questions).

The Right Foot

Don't you hate it when you arrive somewhere and realize you forgot something that you need? This is why we set the table before a meal. When the family sits down to eat, everyone has what they need to enjoy the food. You have probably helped your parents set the table. What do you already know about what goes there?



Civil Action

You can practice setting a table anytime. The picture here shows a simple place setting. Your helper has provided you with several plates, glasses, and utensils—or tools for eating and drinking. Now try setting your place. Can you make up a rhyme to help you remember what goes on the left and right? Once you set your place, your helper will show you pictures of different kinds of food. Try to decide which utensils you need to eat each item. Hint: Sometimes you may use your fingers.

Extra Polish

Ask your helper to set a table that is missing something useful, such as a salt shaker or a glass. Try to guess what is missing. Play the game several times. Also notice if there is something on the table that doesn't need to be there.

Finishing School

Share

- What ways can you think of to help you remember how to set a table?
- What makes the most sense to you about the way a table should be set?
- What do you think it means to have good social skills?

Process

- What foods can be eaten in more than one way?
- When in doubt about how you need to act in a certain situation, how do you know what to do?

- How can knowing how to act around others make you more comfortable? How can it make others more comfortable?

Generalize

- Why does how you eat affect what people think of you?

Apply

- How can good table manners help you now and when you get older?
- What did you learn about eating in public that you could apply to other areas of your life?

Published by North Carolina Cooperative Extension Service

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

9/04-BS

Setting the Table

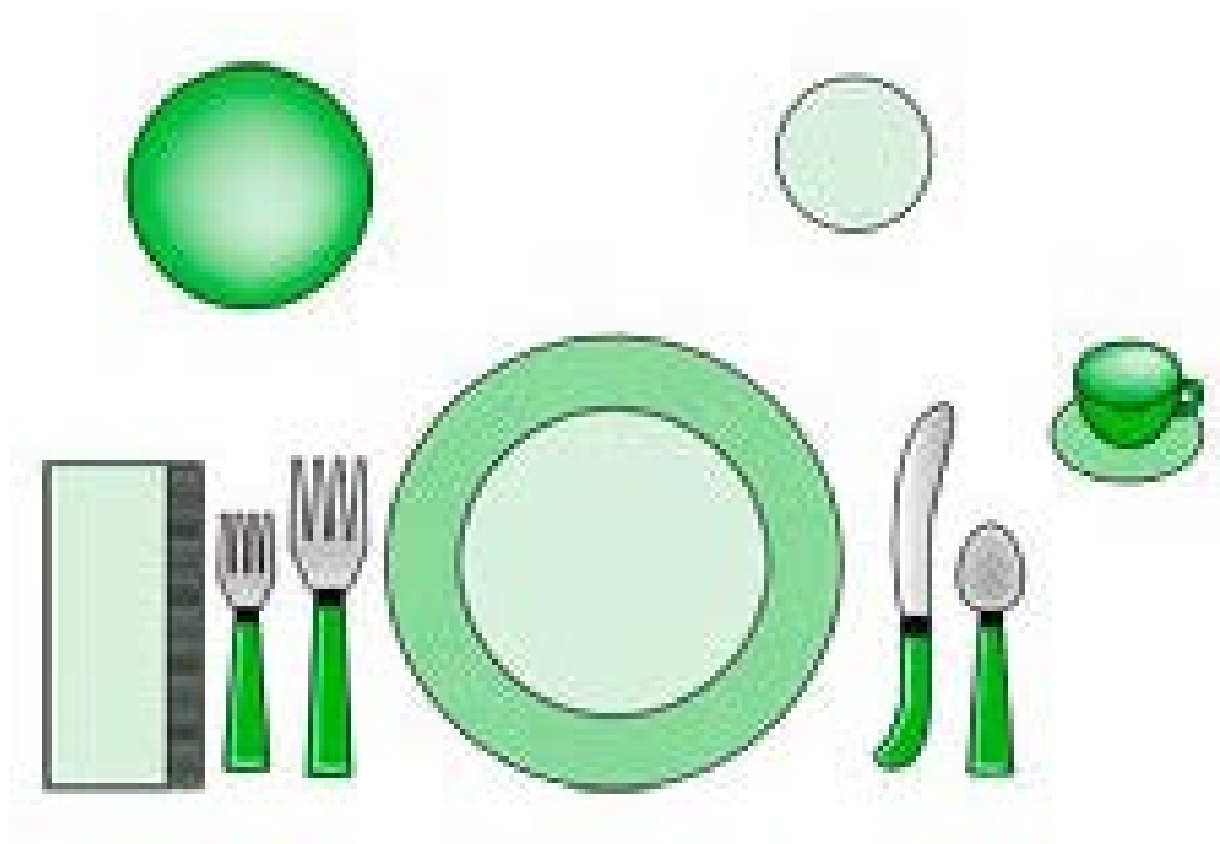
From left to right, your place setting should include the following: a napkin, one fork, one plate, one knife, one spoon and one glass or cup.

A flat napkin may be to the left of the fork. A pocket napkin may hold the silverware and be placed to the left or on the plate. A decoratively folded napkin may be placed on the plate.

The fork goes on the left. If you are having salad, a second fork is placed on the left. The salad bowl is placed above the forks.

To the right of your forks should be a dinner plate or space to place a dinner plate. If you are having soup or salad before your main course, the soup bowl or salad plate should be placed on top of the dinner plate.

To the right of your plate should be knife with its blade facing the dinner plate. To the right of the knife goes the teaspoon. If you will be having a soup before your main course, you should include the soup spoon to the right of your teaspoon. Directly above the spoon is where you will place the glass.



Manners Matter



Graceful Eating

Ages 9 to 12

Eti-Kit

- Ingredients for a meal
- Plates, glasses, and utensils
- Paper
- Envelopes
- Pen or pencil

The Right Foot

What's the one thing that should never be absent from any dining table? If you said food, you're partly right. If you said manners, now you're cooking. Nutrition is the main reason we eat. But all kinds of rituals, social interactions, and even celebrations revolve around food. Whatever the occasion or meal, the three C's of etiquette (custom, courtesy, and common sense) should be your guide to being a graceful diner.

Civil Action

Plan a meal with your family or friends that will include a variety of foods, and several kinds of dishes and utensils. A potluck meal is one way to ensure a good mix. Research the different skills you'll need to get through the meal like a pro. Where do the different dishes and utensils go in each place setting? Which foods are finger foods and which should be eaten with a spoon or fork? In which direction is food passed from one diner to the next? You might even add place cards and other creative touches.

With your helper's assistance, write several scenarios on slips of paper and place them in envelopes at each place. For example, you might ask: "With which utensil should peas be eaten?" Or: "Where does the napkin go at the beginning of the meal? At the end?" After the meal, each diner should read aloud and try to answer each question. Discuss the reasons behind each example of manners: Did they develop from custom, courtesy, or common sense?

Life Skill

- Social skills

Project Skill

- Table manners

Objective

- Participant practices dining etiquette.

Success Indicators

- Participant demonstrates the correct way to use utensils and handle/pass various foods.

Courtesy Corner

- Cutlery appeared in history in this order: knives, spoons, and forks. Early humans fashioned crude knives out of stones. The first spoon was likely a shell attached to a stick. Spoons were later carved of wood and bone. Kitchen forks originated in ancient Greece.

Extra Polish

Many special holidays call for special meals. Often there is a deep meaning and tradition behind these celebrations. What are some of the customs your family observes that revolve around special meals? Choose one of these traditions and research it's history. What special meaning is there in the foods that are served and the activities that surround the meal? Which customs are cultural, and which are specific to your family? What are their origins?

Finishing School

Share

- What actions do you take at the table that you don't have to think about? Which actions require more thought or are trickier to understand?
- Why do you think there are certain social "rules" about eating?
- What was the best part about the meal you shared with your family or friends?

Process

- Keeping your elbows off the table is one of the best known table manners. What do you think is the reason behind this rule of etiquette?
- Is there more than one correct answer to some etiquette questions? If there is conflicting advice on the subject, which do you follow?

Generalize

- How can knowing table etiquette make you more comfortable in everyday situations? On special occasions?

Apply

- How can you use what you learned about table manners to make yourself more socially savvy in other parts of your life?

Table Magic

Eti-Kit

- Napkins (cloth and paper)
- Napkin rings
- Knife, fork, and spoon
- Materials for a centerpiece (for Extra Polish, optional)

Courtesy Corner

- Napkin rings were originally designed to help individual family members keep track of their own napkins. Because it was not practical to wash cloth napkins after each use, napkins were stored in rings engraved with each person's initials.

Life Skill

- Social skills

Project Skill

- Decorating tables (folding napkins, and other special touches)

Objective

- Participant creates a pleasant social setting.

Success Indicators

- Participant folds napkins creatively and attractively.

The Right Foot

Have you ever attended a special dinner with your family or at a neighbor's house? Maybe you have gone to a banquet at your school or somewhere else. If so, you may have seen napkins folded like fans or flowers. These artistic touches make people feel special-like honored guests. And they're not as hard to make as you might think.

Civil Action

Practice folding napkins into attractive shapes. Be sure to try some designs that include the silverware and napkin rings.

Extra Polish

Make a centerpiece for a meal or special occasion. Use fresh flowers, a decorated plant, or craft material. Keep the centerpiece in proportion to the size of the table. Design it low enough so it doesn't block anyone's view of other diners.

Finishing School

Share

- Which napkin folds did you like the best? Which were the easiest?
- Do some designs work better with paper napkins than cloth?

Process

- How did you decide where to put the napkins in the place setting?
- How do you know which types of napkins or folds are appropriate for which occasions?

Generalize

- Can you think of other times when decorations or special touches made an experience more enjoyable?

Apply

- What did you learn from making table decorations that might help you in other projects or social events?

Published by North Carolina Cooperative Extension Service

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.

9/04-BS