Objective: Youth will…

♦ Learn and apply good table manners during meals at home, school and special occasions.

Curriculum to Use:

This lesson plan, pre- and post-tests, your choice of two Mealtime Manners handouts. One version of the handout is suitable for grades 4-12. The second version is more suitable for grades 6-12.

This lesson can also be used with Home Environment Projects Unit 2: Living with others and Unit 3: Where I Live. University of Kentucky College of Agriculture Cooperative Extension Service. Both pubs can be downloaded at: http://dept.ca.uky.edu/agc/pub_dept.asp?dept=4-H+Programs.

Background Information for the Presenter:

In today's world the traditional family dinner may not occur as often as it has in the past. Busy schedules, homework, favorite TV shows, cell phones and other distractions have transformed meal time into eating in the living room around the TV, in the bedroom while studying or in the car on the way to practice or the next community meeting. Because of this, youth may not have the opportunity to learn and practice good table manners. In this lesson youth will learn the importance of good table manners and how to use basic table manners. This lesson is a good follow-up to the lesson on how to set the table.

Pre-Test: (10 minutes) Conduct test with participants.

Distribute the pre-test, self-assessment #1 and pencils. Instruct teens to write their name at the top and circle the best answers on the pre-test and respond to each statement on the assessment. Collect the sheets. (After the final session, you will compare responses to the post-test and give the sheets to your 4-H agent. The answer key is on pp. 112-113.)

Distribute the member's manual to each participant. Ask members to write their name on the cover.
Introduction: (<5 minutes) Share with participants.

Being considerate of others is an important life skill that will help you get what you want, but also will help you become a respected, productive person in society. Using good manners is about being considerate of others and using good common sense. If someone says “Hi” to you, it is common courtesy to respond back with “Hello” and/or ask, “How are you?” Being considerate of others at the table and for the person who prepared or provided the meal is the courteous thing to do. This includes your family meals at home, dinner at a friend’s home or attending a nice banquet celebrating a special occasion.

Today we are going to review the basics of good table manners so that you will feel comfortable and prepared for any dining experience.

Activity 1: Name Your Manners (10 minutes)

Conduct activity with participants.

Using a large sheet of paper and different colored markers, ask the participants to give examples of good table manners. Discuss and explain the practice that each person lists so that everyone in the group understands. If needed, mention points on the Mealtime Manners handout that have not yet been mentioned.

Activity 2: Practice Your Manners (10 minutes)

Conduct activity with participants.

If space allows, have the participants sit down at a table set for a simple meal or refreshments. Have them pass bowls or plates of food. Let them practice the table manners that the group just reviewed. If a sit-down-at-the-table situation is not possible, serve simple refreshments so that the participants can practice manners related to finger foods. See additional ideas under “Presenter Tips.”

Reflect: (5 minutes)

To complete the experiential learning model, discuss these or similar questions with participants. [http://florida4h.org/clubs/files/101.10_Using_Experiential_Learning_Model.pdf]

Share: “How did this activity make you feel?” “What did you enjoy about this lesson?”

Process: “Have you ever been around someone who did not have good manners?” “How did it make you feel?”

Generalize: “Why is it important to have good table manners?” “How will having good table manners benefit you in the future?”

Apply: “What types of situations in life require you to demonstrate good table manners?”

Standards (KOSSA):

Communications
• AA.1. Utilize effective verbal and nonverbal communication skills
• AA.2. Participate in conversation, discussion, and group presentations
• EC.2. Use language and manners suitable for the workplace
• EC.3. Demonstrate polite and respectful behavior toward others

21st Century Skills:

Learning and Innovation Skills - Communication and Collaboration

Apply Technology Effectively
• Communicate Clearly
• Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts
• Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions
• Use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade)

Essential Elements:

Strive to include as many of the elements as possible in each session.

Positive relationship with a caring adult
Inclusive environment
Safe emotional & physical environment
Engagement in learning
Opportunity for mastery
Opportunity to see oneself as an active participant in the future
Opportunity for self-determination
Opportunity to value and practice service for others

To learn more, check out:
https://nifa.usda.gov/resource/essential-elements-4-h
https://www.ag.ndsu.edu/pubs/yf/youthdev/yl4182.pdf
http://4-h.org/
Post- Test: (5 minutes) Conduct test with participants.

Distribute the post-test and pencils. Instruct teens to write their name at the top and circle the best answers on the post-test and respond to each statement on the assessment. Collect the sheets.

Extended Learning: Ways to extend learning beyond this lesson.

Plan a special dinner for your family or friends. Include invitations, table decorations and banquet style table setting. Take photos and create a scrapbook page to enter in the state fair.

Presenter Tip:

Having a table set with place settings and a center piece will set the tone for the activity. A simple meal may include frozen pizza, vegetables and dip and fruit salad or pudding. These items will allow discussion about cutting foods, eating finger foods and the dessert course.

Here are ideas of actions to practice:

- Seating oneself at a table (with clean hands, removed hats, and cell phones stowed away)
- Eating soup. Each person will need a bowl and spoon. This motion can be practiced with real or imaginary soup
- Passing bowls and salt/pepper
- Breaking bread into bits, buttering the bread, using a bread plate and butter knife
- Ordering from a menu

If you plan for this as only a taste, give instructions on amount to take.

If teen members are getting ready for 4-H or school events which include formal dinner situations, this is a great opportunity to prepare them in advance. The teen might just end up at the same table with a donor, potential employer or the guest of honor.

Reporting Your Success:

As a result of this lesson, youth were able to...

Initial outcomes: As a result of this lesson, youth were able to:

- Recognize that good mealtime etiquette is a non-verbal cue to confidence and experience (discussion)
- Identify foods that are challenging to eat (discussion)
- List three or more behaviors that are considered “good mealtime manners” (Activity A)

Intermediate Outcomes: Youth:

- Practice good meal time manners at home, school and in the public (Activity B or Extended learning activity)
- Classify foods as finger foods or non-finger foods
Long Term Outcome: Youth:
- Create a positive image that will contribute to leadership opportunities, advancement in education, employment, and strengthening families and communities.

Credits/Adapted From:


With the authors’ permission, this lesson plan was adapted for use in Kentucky 4-H by Lynnette Allen with input from the Family and Consumer Sciences After-School Kits Design Team, September 2010. The team is made up of Extension Agents Lynnette Allen, Breckenridge County; Martha Arterburn, Allen County; Kim Cox, Morgan County; Natasha Lucas, Owsley County and Martha Welch, Extension Specialist for 4-H YD, 04-2016.
Mealtime Manners Answer Key
Pre- and Post-Test

Circle the letter of the best answer

1. Where should you place your napkin when you sit down at the table?
   a. In your lap
   b. Tuck into the front of your shirt
   c. To the left of your plate
   d. In the center of the table

2. Which foods are OK to eat with your fingers?
   a. Strawberries
   b. Cookies
   c. Corn on the cob
   d. All of the above

3. While dining your cell phone rings, what should you do?
   a. Ignore it and say "It's not my phone"
   b. Silence the ring and step out of the room if you need to answer the phone.
   c. Answer the phone and talk while finishing your meal.

Mark “T” if the statement is true or “F” if the statement is false.

4. __T__ As the fried chicken plate is passed, it is fine to take 2 pieces just in case you want seconds.
5. __T__ It is always nice to wait until everyone is served before you start to eat.
6. __F__ A loud burp is a good way to show that the food is good.
7. __F__ Conversation is always good at the dinner table, even when chewing.
8. __F__ When finished eating, you should stack all your dishes and utensils on your plate and lay your napkin on the top.

List one new thing you learned from this lesson:


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Mealtime Manners
Post-Test

Circle the letter of the best answer

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Mealtime Manners
Pre-Test

Circle the letter of the best answer

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Mealtime Manners
Grades 4-12 – FCS Core Curriculum

Table manners were developed to make mealtimes more enjoyable. Without table manners, mealtime could be pretty gross! With common sense and a few reminders anyone can have good table manners at home, school or any special event. Here are a few basics to remember:

- Always come to the table with a clean face and hands. Gentlemen remove their cap or hat.
- Turn your cell phone on silent or off and place it in your pocket, not on the table.
- As soon as you sit down, unfold the napkin halfway and place it in your lap with the fold toward your waist. During the meal use it to blot your mouth. Do not use it to wipe your nose.
- Some families begin the meal with a blessing. Watch the actions of family members and do the same.
- Wait to start eating until everyone has been served and the host/hostess begins to eat or invites everyone to begin to eat.
- Sit up straight, do not slouch; bring the food to your mouth, not your mouth to the food.
- If dishes are passed from person to person, they are passed to the right, which is counter clockwise.
- Take only one serving of each type of food to make sure there is plenty for everyone. Ask for seconds only when everyone has been served and you have finished eating your first serving.
- It is considered polite to take at least a small portion of every dish.
- If there is food you do not like, do not say, “This is awful.” Just leave it on your plate.
- If you must leave the table, be sure to ask for permission from the adult at the table. Ask, “May I be excused for a moment?”
- Chew with your mouth closed and do not talk with food in your mouth.
- Don’t make rude noises, such as burping or slurping.
- If you have to sneeze or cough, cover your mouth with your napkin or hand. Leave the table to blow your nose.
- When you are finished, lay both your fork and knife across the center of the plate. Lay your napkin to the left of your plate.
- Meal customs vary from family to family. Strive to “fit in” during situations that are unfamiliar to you. This is a sign of respect.
- At the end of the meal, be sure to compliment or say “thank you” to the host/hostess.

Finger Friendly Foods
It is acceptable to eat some foods with your fingers. Common finger-friendly foods:

<table>
<thead>
<tr>
<th>Finger Friendly Foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacon</td>
</tr>
<tr>
<td>Cookies</td>
</tr>
<tr>
<td>Corn on the cob</td>
</tr>
<tr>
<td>Hors’ D’ Oeuvres</td>
</tr>
<tr>
<td>French Fries</td>
</tr>
<tr>
<td>Bread (tear off one bite at a time)</td>
</tr>
<tr>
<td>Shrimp (with tail still attached)</td>
</tr>
<tr>
<td>Sandwiches</td>
</tr>
<tr>
<td>Chips</td>
</tr>
<tr>
<td>Brownies</td>
</tr>
<tr>
<td>Grapes</td>
</tr>
</tbody>
</table>

Tip: if you are ever unsure whether to use your fingers or not, watch to see what the host or hostess does.
As a teen, handling social situations can sometimes be a little awkward if you haven’t been in the situation before. Add food to the occasion and the sweat factor may go up even more. Here’s help.

At mealtime…

- Take cues from the hostess/host and follow along. When she/he sits down, you may sit down.
- Turn your cell phone off and place it in your pocket or purse, not on the table.
- When you need something on the table that’s directly in front of you and within arms-reach, help yourself. However, if it requires you to lean into or over the person next to you, ask them to pass it to you. Keep disruption to a minimum.
- Cut one or two bites at a time. The only time that you would cut a large piece into lots of pieces is when you are assisting a small child or a person who is unable to cut their own.
- When eating, take a manageable bite, chew it well and swallow it before you take another bite. Be sure to chew with your lips closed and wait to speak until your mouth is empty.
- If you get something stuck between your teeth and you are unable to dislodge it with your tongue, excuse yourself and go into another room to loosen the food. Refrain from using toothpicks or other devices at the table.
- To eat soup, dip the far edge of the spoon into the bowl on the side of the bowl nearest you. Move the spoon away from you, filling the spoon with soup as it moves. Raise the spoon to your mouth and sip the soup from the side of the spoon. This motion may take practice. (Note the operative word is “sip,” not “slurp.”)
- If you get something inedible in your mouth (such as a bone or gristle), remove the item discretely and quickly with your fingers or utensil and place it on the side of the plate. Do not spit it into a napkin.
- If you find something on you plate such as a hair, don’t make a scene. If you are in a home, just leave the food on the plate, no comment is necessary. Turn the plate slightly if it helps to get the object out of sight. If you are in a restaurant, discretely ask the server for a fresh portion. It is not necessary to alert others at your table or to make a scene.
- If you need to leave the table, say, “Excuse me for a moment.” When you leave, place your napkin loosely folded to the left of your plate.
- Keep conversation topics pleasant. Refrain from topics that you know are controversial or will spoil the appetite.
- The no-elbows-on-the-table rule actually applies only while you are eating. Resting your elbows on the table between courses or after the meal is okay. In fact, it may occur naturally as guests are engaged in interesting conversation.
- When the meal is over, thank or compliment the hostess/host. If in a home, offer to help clear the table.
- When passing food or other items, pass to your right (counterclockwise).
To start passing a dish located in front of you, pick up the dish and hold it while the person on your right serves himself. Then he holds the dish for the next person. (Heavy dishes can be rested on the table.) As the one who started passing the dish, you will be the last one to serve yourself, after the dish has gone around the table.

At a banquet…

- If you’d like to save a seat for someone who has not yet arrived, place a personal item in the chair or place the napkin on the back of the chair. Do not lean the chair against the table creating a safety hazard.
- When the meal begins, pass items such as sweeteners, bread, butter, and dressing to others. Pass to the right if you are the first person to begin the process. If items are already being passed to the left, don’t make a big deal out of it; follow suite.
- If you arrive late, expect to join the meal at whatever course is currently being served.
- If a small plate is located above the forks, it is a bread plate. When the bread is passed, place one piece on your bread plate. Place one pat of butter on the bread plate. At banquets, the basket of bread often contains one piece for each person at the table. Refrain from taking more than one piece when the bread is initially passed.
- To eat the bread, break off one bite, butter it, then eat the bite.
- When tables are set for a large group, individual place settings seem to run together. As you survey the situation, picture an individual place setting in your mind. The plate is directly in front of you. The beverages are always located to the right, above the knife/spoons with the coffee cup and saucer next to the spoon. If there is a small plate for bread, it is always on the left, above the forks. If dessert has already been placed on the table, it is probably above the dinner plate. If someone uses a dish that actually is part of your place setting, don’t make a scene. Ask the server for another or look around the table for that item which is not in use and ask that it be passed to you.

At a sit-down restaurant, when you are with a group of friends…

- Make reservations and plan to arrive about 5 minutes before the time specified.
- Before you go into the restaurant, discuss how the bill will be paid—determine if each person will pay separately, in small groups, or as one large group. Before you order, mention this arrangement to the server. Those paying together can make it easier on the server if they sit next to each other.
- For large parties, some restaurants automatically add the tip to the bill. Check the bill to see if this is the case. If the tip has not been added, proceed to leave a tip of 15-20%.
- Before you order, be sure that you have enough money to pay for your meal, a 15-20% tip on the cost of the meal, and tax. Make your menu selections to stay within your budget.
- Making menu selections...there are several ways to keep costs down.
  - Many restaurants have menus on the web. Look at the menu in advance so you won’t be surprised by the cost.
  - As you read the menu, note which items are included in the price of the entrée; some restaurants charge extra for specific items such as a side salad or baked potato.
  - Appetizers are usually not included in the price of the entrée, so expect the additional cost if you choose to order one.
  - Beverages and desserts can be expensive. It is okay to ask for a glass of water instead of soda or other beverage and you can skip dessert.
- Eating together is a lot of fun but be considerate of others dining around you.

If you are preparing for a special social occasion, a job interview, or another situation that you have not been in before, take a few minutes to do an internet search or make a trip to the library. Use the search terms “etiquette” and “manners.”

Etiquette is a set of accepted rules. Manners focus on treating others in the most considerate manner when interacting with them. If you don’t know the rules, treat others as you would like to be treated and you’ll probably be very close to the mark!

Teens Travel
Grades 6-12 – FCS Core Curriculum

Teens often have the opportunity to travel as part of 4-H and school activities. Practicing good manners is not only the right thing to do, you’ll impress those with whom you come in contact. Consider these situations…

**Traveling in a group:** Always arrive at the specified meeting place before the appointed time.

**Arrival at appointments or sessions:** Be early or on time. Never arrive late.

**For social engagements in a home:** Be on time or arrive within 10 minutes after the appointed time. Do not arrive early because your host may be making last minute preparations.

**When you are late:** If you realize that you will be late, use your phone to call and give your expected time of arrival.

**Conduct:** 4-H has a code of conduct. Review the code and adjust your behavior as necessary.

**Inclusiveness:** Be open to friendships with people who are not just like you. Acceptance can lead to meaningful friendships.

**The buddy system:** When traveling, it is important to look out for each other. Be aware of individuals who have not yet found someone with whom to hang out. Be open and friendly. Invite individuals to join you or to become part of your small group. Once you learn about his or her interests, you might introduce the individual to others with similar interests.

**While out in public:** Be aware of your behavior and actions and how they impact those around you. For example, volumes louder than normal conversations may disturb others around you. Keep the volume of your voice and electronic devices in check.

**Public displays of affection:** Generally, public displays of affection are inappropriate. Follow the rules of behavior for the organizations in which you are involved.

**Waiting in a line:** Make sure you have everything ready that you’ll need to complete the transaction quickly—money, ticket, or documents. It’s okay to occupy yourself in ways that won’t bother others around you—text, read, listen to a device through earbuds, and have conversations with others in line. Avoid cutting in front of others.

**Servers:** Treat those who serve you with courtesy and respect.

**Sidewalk:** Generally, you walk on the right side of the walk. If the sidewalk is crowded, it is okay to walk through the clearest path as long as you don’t disrupt the path of others. If you are walking in a group, do not block the walkway for others; walk in pairs or single file. Avoid sudden stops; walk over to the side or move off of the walkway to stop.

**Crossing the street:** Walk across the street at crosswalks.jaywalking (crossing at a location other than that marked for crossing or crossing recklessly) is dangerous and in some locations, illegal.

**Stairs and escalators:** Walk on the right. Allow others to pass on the left. When you reach the top or bottom, keep moving so you do not obstruct the traffic flow.
Electronic devices: Be aware of how your use of electronic devices impacts those around you. Give the devices a rest when you have opportunities for “in person” conversations.

Public transportation courtesies: Observe what is going on around you and take cues from other passengers.

- Taxi: Get into and out of a taxi on the curb side of the car. Begin preparation to pay and tip the driver before the cab arrives at your destination so that you can quickly vacate the cab.

- Public Transportation (Bus, Rail or Subway): The first rows are usually designated for older riders or people with disabilities. Expect to sit next to someone you do not know. When taking a seat in an empty row, move to the seat next to the wall. Leave the seat next to you available for another passenger. Hold your belongings in your lap or stow them under the seat. To occupy more than one seat when passengers are standing is rude. If a person with small children, person with packages, or a person who appears unsteady boards, offer your seat to them as a courtesy. When moving past people who are in your way, say, “Excuse me.” It is permissible to text or email during transit. Do not shout or use offensive language. Keep phone conversations short and quiet. Be aware that some sections may be designated as “quiet areas” where talking is not permitted. Open drinks and food are often prohibited.

- Bus: Have your fare ready before you board the bus. Watch those in front of you as they use the fare box so that you can complete the process quickly. Greet the driver with a smile or pleasantry. Exit through the rear door when passengers are boarding through the front door.

- Plane: Prepare for check-in and going through security before you leave home. Check the airline website to see what can and cannot be carried on. Adhere to the requirements. Place your photo ID and other travel documents in an easily accessible location. During security screening, be prepared to empty your pockets; remove your jacket, belt and shoes; and treat the personnel with respect. At the gate, occupy one seat and place carry-on items in your lap or next to your feet. Listen for and follow boarding instructions. Be patient. Switching seats when asked may be a nice gesture but it is not an obligation. Be aware that passengers may have paid an additional fee for aisle or special seats. If you would like to switch to an unoccupied seat, check with the flight attendant.

During presentations: When you are part of an audience, give the speaker your attention. Avoid conversations with those around you. Be aware of your non-verbal communication—sit upright and face the presenter. Turn off your cell phone and remove earbuds. Avoid texting or falling asleep.

Gossip: Gossip is always problematic. Avoid contributing to the spread of unkind or destructive comments. You might even consider putting gossip to rest by sticking up for the individuals on whom the gossip is focused or tactfully reminding the group that gossip hurts.

Attire: Dress appropriately for the occasion. Consider the accepted dress of your destination. Dress to fit in.

Hats: Removing your hat is considered a sign of respect. Men wearing any type of hat and women wearing a sports cap are to remove hats when being introduced, while in a home, when working indoors, in religious services, in public buildings, restaurants, movies, performances, presentations, when the national anthem is played, and when the American flag passes by. Women are usually permitted to wear a fashion hat anytime except at work or when it blocks the view of other people. Hats may be worn outdoors, at sporting events (indoors and out), on public transportation, in buildings such as post offices and airports, in the lobby of offices and hotels, and on elevators.

For more information: If you are getting ready for a special social occasion, a job interview, or another situation that you have not been in before, take a few minutes to do an internet search or make a trip to the library. Use the search terms “etiquette” or “manners.”