

ETIQUETTE & MANNERS

WIANNO CLUB

ETIQUETTE AND DINING SKILLS “411” (AGES 6-12)

ONE-DAY PROGRAM – Includes: Lunch, Dining Tutorial, Illustrated Workbook, and Certificate

THE FIRST MEETING

- ❖ *Introducing Yourself*
- ❖ *Introductions*
- ❖ *Eye Contact*
- ❖ *Shaking Hands*

COURTESIES THAT COUNT

- ❖ *Telephone Manners*
- ❖ *Polite Conversation*
- ❖ *Giving and Receiving Compliments*
- ❖ *Practice Kindness*
- ❖ *Public Speaking*

THE ETIQUETTE OF PUBLIC PLACES

- ❖ *Doors, Elevators, Escalators and Stairs*
- ❖ *Movies and Live Performances*
- ❖ *Restrooms*

THE ABC'S OF TABLE MANNERS

AT THE TABLE

- ❖ *Before the Meal*
- ❖ *Posture at the Table*
- ❖ *Taking Your Seat*
 - ❖ *Napkins*
 - ❖ *How to Eat Soup*
- ❖ *How to Hold the Knife and Fork*
- ❖ *Excusing Yourself From the Table*

EATING OUT

- ❖ *The Menu*
- ❖ *Buffet Meals*
- ❖ *Fast-food Restaurants*

34 Oakridge Road • East Falmouth • Massachusetts 02536
Phone/Fax: 508-540-2120 • Cell: 508-274-5145
E-mail: EtiquetteandManners@comcast.net
www.EtiquetteandManners.net

INTELLECTUAL PROPERTY OF E&M©