

HOW SHARP IS YOUR ETIQUETTE EDGE?

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Take this fun quiz to find out how sharp (or dull) your etiquette edge!

- 1 You are introducing a family member and a colleague. It would be correct to say *“Mary, I would like you to meet my sister, Fern. Fern, Mary and I work together.”* True False
- 2 You are introducing a client and a colleague. It is correct to say *“Mary, I would like you to meet Barbara, our client. Barbara, Mary is a colleague.”* True False
- 3 The person who puts out their hand first for a handshake is the person of lower rank True False
- 4 The preferred title for a woman is ‘Mrs’, unless another title is indicated True False
- 5 When placing a telephone call, it is polite to start with *“hello, how are you?”* True False
- 6 When someone says *‘thank you’*, a correct response *‘no problem’* True False
- 7 It is a social gaffe to criticize, complain, or make sarcastic or degrading comments True False
- 8 It is impolite to correct someone’s etiquette True False
- 9 It is impolite to discuss ALL of the following topics: crime, politics, money, illness, food preferences, your occupation True False
- 10 It is fine to give unsolicited advice, as it is usually appreciated True False
- 11 If someone is getting divorced, the correct response is *“I hope you’ll each be happy”* True False

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| 12 | If you have noticed someone has lost weight, it is polite to make a comment about it | True | False |
| 13 | If someone asks you if you are planning on having any children, it is polite to answer the question | True | False |
| 14 | In order to put someone at ease in a social situation, it works best to talk about yourself as much as possible so that they get to know you | True | False |
| 15 | It is acceptable to comb your hair in public, as long as no one is watching. | True | False |
| 16 | It is polite to offer the front passenger seat of a car to the person with the most seniority, or to whom you want to show respect | True | False |
| 17 | For people that are close to you, a gift certificate is very considerate | True | False |
| 18 | When inviting a guest for lunch, choose a restaurant convenient to their office | True | False |
| 19 | When inviting a guest for lunch or dinner, ask them where they would like to go | True | False |
| 20 | If you are the guest of someone at a restaurant, it is polite to order from the low range of the menu | True | False |
| 21 | At a business lunch, the business discussion begins at the end of the meal | True | False |
| 22 | If your dinner guests bring you a bottle of wine, it is polite to serve their wine with dinner | True | False |
| 23 | When being toasted, you should raise your glass along with the group | True | False |
| 24 | When being seated at dinner, take your seat quickly so that others can take theirs | True | False |

- 25 Wait for the host to pick up his/her napkin, cutlery, or glass before you pick up yours True False
- 26 As soon as your meal is served, it is polite to begin eating True False
- 27 A large napkin is kept folded in half, with the fold facing the waist True False
- 28 At the end of the meal, place the napkin on the table to the left of your plate True False
- 29 Your water glass will be at your right True False
- 30 The larger wine glass is for red wine True False
- 31 A wine glass is filled 2/3 full True False
- 32 Your bread plate will be at your right True False
- 33 The general rule for using cutlery is to start from the inside and work out True False
- 34 To rest your cutlery while eating, place the knife blade and fork tines on the plate, with the handles resting on the table True False
- 35 When you have finished a course, the cutlery is placed parallel with the handles position at about "5" on a clock True False
- 36 The proper way to eat a dinner roll or piece of bread is to tear off a portion of 2 or 3 bites True False
- 37 You should spread the butter over your bread before you tear off a piece True False
- 38 Garnishes should not be eaten True False
- 39 When eating soup, draw your spoon away True False
- 40 Fish bones are removed from the mouth with the fingers True False

- 41 French fries served in a slow food situation can be eaten with fingers True False
- 42 It is acceptable to eat asparagus with the fingers True False
- 43 When served sorbet, leave some in the dish True False
- 44 The more acceptable way to eat spaghetti is to twirl the fork against a spoon True False
- 45 If you get too much spaghetti on your fork, you can cut off the excess with your teeth True False

ANSWERS

- 1 True The person closer to your in relationship is presented to the person more distant from you in relationship.
- 2 False The lower ranking person (colleague) is presented to the higher ranking person (client).
- 3 False The higher ranking person puts out their hand first.
- 4 False The preferred title is Ms, unless a preference is indicated.
- 5 False It is impolite to begin a conversation anonymously. Introduce yourself first.
- 6 False The correct response is "you're welcome".
- 7 True Who wants to listen to this??
- 8 True (Unless like me, you get paid for doing so!)
- 9 True These topics may be personal, controversial, or a way to judge others.
- 10 False And sometimes people don't even appreciate solicited advise.
- 11 True You probably do not know the entire situation about the divorce.

- 12 False This is rude, and none of your business! The exception is if someone confides to you that they are trying to lose weight.
- 13 False This question is personal, and none of their business. By answering it you are giving them permission to ask personal questions. Even if you are willing to answer a personal question, it is best to not.
- 14 False Talk about them instead.
- 15 False It's also not okay to apply makeup in public. Go to the privacy of a restroom.
- 16 True In North American culture, the front seat is the preferred seat.
- 17 False Gift certificates are best for people you don't know very well. It is more considerate to shop for those close to you.
- 18 True Make reservations at a restaurant convenient to your guest. If they need to go out of their way, it's not really a treat.
- 19 False You are putting them on the spot. You may ask them if they have food preferences.
- 20 False It is polite to order from the mid-range prices of the menu. (Unless what you really want is at the lower price range.)
- 21 False You don't have a lot of time for lunch! Begin your business discussion once you have ordered your meal.
- 22 False The wine your guests bring is a gift for you. You have pre-selected the wines that go with your dinner.
- 23 False Do not touch your glass; you do not toast yourself. After you have been toasted, it is polite to thank them for the honour.
- 24 False Stand by your chair; when everyone is ready you can take your seats at the same time.

- 25 True The host always take the lead.
- 26 False Wait until everyone has been served. If everyone is waiting for you to be served, you may invite them to begin eating so that their food does not get cold.
- 27 True The napkin forms an envelope; you can open the envelope slightly to wipe your fingers, or dab at the corner of your mouth, if necessary.
- 28 True If you need to leave the table during your meal, you may place your napkin on your chair (although some countries do not do this).
- 29 True All beverages are at your right. Think 'BMW' – Bread, Meal, Water (or Wine)

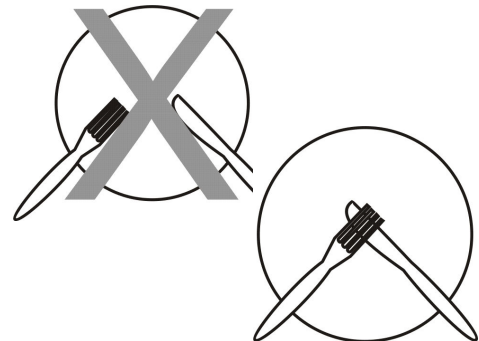
30 True It may also have a shorter stem than a white wine glass.

31 False Half full.

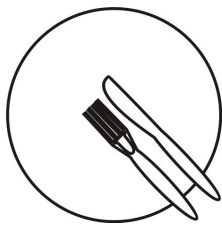
32 False Remember – B M W.

33 False Start from the outside and work in.

34 False The handles rest on the edge of the plate.



35 True



36 True

37 False

38 False Garnishes are meant to be eaten, usually at the end of the meal, as they can freshen the breath.

- 39 True
- 40 True If you need to remove something from your mouth, the general rule is to take it out the same way it went in. If you ate it with a fork, you remove it with a fork. If you ate it with your fingers, you remove it with your fingers. Fish bones are the exception – they are always removed with your fingers.
- 41 False They may be eaten with fingers in a fast food situation.
- 42 True Unless it's been overcooked, or is served with a sauce.
- 43 True It is meant to cleanse the palette – usually after a fish course.
- 44 False Twirl it against the plate. I know, I know...it's usually served with a spoon.
- 45 True Yes – really!

How did you do?

40 – 45 correct: you're etiquette edge is SHARP!

34 – 39 correct: you're edge is a little rusty and could do with some clean-up

23 – 33 correct: you're edge is dull – you might find it challenging cutting through social and business situations!

0 – 22 correct: call an etiquette coach!

Karen Brunger is Director of the International Image Institute Inc., and is a Past President of the Association of Image Consultants International.