

Institute of Diplomacy

&

International Affairs

MOFA

外交部外交及國際事務學院

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Role of a Host:

- 1. Arrive at the venue before your guest(s).**
- 2. Sit at the head of the table if the setting requires it.**
- 3. Leave the best seat(s) for your guest(s).**
- 4. Introduce your guests to one another.**
- 5. Help keep the conversation going.**
- 6. Make sure every guest has what he/she needs.**
- 7. Put your napkin on your lap to express that they can start eating.**
- 8. Serve your guest first always.**
- 9. Don't insist that people try the food they are hesitant to eat.**

Role of a Guest:

- 1. Reply to the invitation at once.**
- 2. Be on time.**
- 3. Don't show your disgust if you don't like some food.**
- 4. Wait until everyone else at the table has been served to start eating.**
- 5. Don't complain about the restaurant, the service or whatsoever situations at the venue.**
- 6. Don't snoop around your host's house.**
- 7. Leave your host's house or the venue at an appropriate time.**

Dress Code: The basic rule is “T – O – P”

T: Tidy,

O: Occasional,

P: Presentable

Follow whatever dress code is requested on the invitation or suggested by the host/hostess.

**Arrival: Arrive at least 10 minutes early unless otherwise specified.
Never arrive late!**

Hostess Gift:

It is proper to bring a small hostess gift, one that the hostess is not obliged to use that very evening. Gifts such as flowers, candy, wine, or dessert, ...

Making Introduction:

Many people feel uncomfortable making introduction and thus often make it more complicated than it need be. There are only a few basic things to remember:

- 1. A man is always introduced to a woman.**
- 2. A young person is always introduced to an older person.**
- 3. A less important person is always introduced to a more important one.**
- 4. Try to include a phrase to identify the people being introduced.
This will give them a conversational opening.**

Seating:

At a dinner party, wait for the host or hostess sits down before taking your seat. If the host/hostess asks you to sit, then do. At a very formal dinner party, if there are no name cards at the table, wait until the host indicates where you should sit. The seating will typically be man-woman-man-woman with the women seated to the right of the men.

Giving Compliments:

When giving a compliment, be honest without exaggerating.

Sample Expressions

1. **What a nice place. It's so stylish!**
2. **Thank you for choosing such a delightful place.**
3. **This place is lovely / wonderful.**
4. **This is a wonderful choice. The decoration is very tasteful.**
5. **I love the interior design. It is very elegant.**
6. **There are some very interesting paintings around. Colorful!!**
7. **You have an impressive library. Who of the two is interested in philosophy? (On their home.)**
8. **Your collection of American Eagles is fascinating. How many pieces do you have?**
9. **What a charming garden!**
10. **The black pepper sauce is heavenly. What a great combination!**
11. **These potatoes are tasty. What's your secret!**
12. **The smoked salmon was exquisite. I have never had it prepared like that before.**
13. **This is delicious. The mint jelly really adds to the flavor.**
14. **The painting is so intense. I love the color composition.**
15. **What a graceful sculpture!**
16. **You have a very impressive selection of cigars. It mustn't have been easy to get ahold of them.**
17. **The main course is delicious. The truffles give it such a great aftertaste.**
18. **Your home / This restaurant is adorable.**
19. **You have such an adorable home.**
20. **I love the paintings around. It's so power and full of life.**

Receiving Compliments:

When receiving a compliment, just express thanks without dwelling on the subject acknowledge your achievement, rather than denying or minimizing it with false modesty.

Sample Expressions:

Figure out how to express yourself politely. (Home Assignment)

Prayer or Toast:

A prayer or 'blessing' may be customary in some households. The dinner guests may join in or be respectfully silent. Most prayers are made by the host before the meal is eaten.

It is customary for Taiwan officials to give a toast. Sometimes a toast is offered instead of a prayer. Always join in with a toast. If the host stands up during the toast, also stand up.

Toasting:

It is the host's responsibility to begin the dinner with a toast. If the toast is generic, then everyone can drink, but if the toast is to a guest of honor, the person being toasted doesn't drink. The guest of honor is supposed to return the toast to the host and express his or her appreciation.

Sample Expressions:

- 1. To everlasting friendship.**
- 2. To good food and great company.**
- 3. Here's to a bright future for ...**
- 4. To a fantastic campaign.**
- 5. To a phenomenal organization**
- 6. To an incredible / extraordinary month/year that made it possible**
- 7. To Marilyn's bright future ahead. We'll miss you.**
- 8. To all our wonderful team members & staff group that made tonight possible.**

9. To our new partner, XXX. Welcome to the team, XXX.
10. To XXX for his / her kindness / generosity.
11. To XXX for his / her thoughtfulness in organizing this gathering.
12. To XXXX for the best dinners we've ever had.
13. To XXX, the greatest party planner of all times.
14. Here's to XXX for not letting us forget to celebrate our small successes.
15. To Erin for her good work and thoughtfulness in organizing this class for all of us tonight.

Socialising:

Greetings & Kissing

Kissing someone's forehead, showing respect to; hair, expressing sympathy or empathy; cheek, representing encouragement; lip, meaning hot and with passion; hand, indicating an everlasting friendship.

Remember: it is rude and impolite kissing neck!!

Way of Eating

Let's start with cutlery. Spoons and knives go to the right of the plate and forks to the left. They are arranged in the order the dishes will arrive. So you will always start using the utensils from the outside to the inside. Imagine a dinner of soup, salad, fish, and main course. You will have the soup spoon furthest to the right, so that you can start with it. For the salad, you will need only one fork (sometimes with a knife to the right), so you will find it furthest to the left. For the fish, you will see the fish knife right after the spoon as you move in and the matching fork will be second to the left. And finally, you will be left with table knife and fork.

This two are closest to the plate on each side. The dessert fork and spoon are easy to identify because they are placed horizontally above the plate. Above and to the right of your plate, you will find the white wine glass, the red wine glass and the water glass, lined up in that order starting from the outside. And, behind them, you will have the champagne flute. On the opposite side, you will see the bread plate with the butter knife on top.

And finally, the napkin is placed to your left, to the left of the forks.

Unfold your napkin and place it on your lap. When you are finished, place it loosely or have it folded casually on the left hand side of the table, not on the plate and never on your chair.

It is impolite to check the back of the china or silver for country of origin or manufacturer.

Keep elbows off the table. Keep your left hand in your lap unless you are using it.

The silver or cutlery is laid out for use in the order that the meal will be served; usually work from the outside inwards. What you first use will be a knife or spoon from your right hand side and/or fork from the left hand.

Do not talk with your mouth full. Chew with your mouth closed.

Guests should do their best to mingle and make light conversation with everyone. Do not talk excessively loud. Give others equal opportunities for conversation. Talk about cheerful, pleasant things at the table. Do not talk on sensitive issues, for e.g. age, politics, sex and ...

Don't clean up spills with your own napkin and don't touch items that have dropped on the floor. You can use your napkin to protect yourself from spills. Then, simply and politely ask your server to clean up and to bring you a replacement for the soiled napkin or dirty utensil.

Loud eating noises such as slurping and burping are very impolite. The number one sin of dinner table etiquette!

Do not blow your nose at the dinner table. Excuse yourself to visit the restroom. Wash your hands before returning to the dining room. If you cough, cover your mouth with your napkin to stop the spread of germs and muffle the noise. If your cough becomes unmanageable, excuse yourself to visit the restroom. Wash your hands before returning to the dining room.

Turn off your cell phone or switch it to silent or vibrate mode before sitting down to eat, and leave it in your pocket or purse. It is impolite to answer a phone during dinner. If you must make or take a call, excuse yourself from the table and step outside of the restaurant.

Do not use a toothpick or apply makeup at the table. Place the handbag chain and emplace your dinner bags.

When you dine, place your fork and spoons correctly to inform whether you are still eating, or you have finished. Use the right utensils for the right food. Do not push your dishes away from you or stack them for the waiter when you are finished. Leave plates and glasses where they are.

Say "Excuse me," or "I'll be right back," before leaving the table. Do not say that you are going to the restroom.

Whenever a woman leaves the table or returns to sit, all men seated with her should stand up.

End of Dinner:

Serving tea or coffee signifies that the formal part of the evening is over. Guests may now feel free to leave, or linger if the host or hostess encourages them to do so.

Thank You Note:

After a formal dinner party, a “thank you” note should be sent to the hostess. Depending on how well you know your host, a telephone call is also acceptable.

Common Courtesy & Social Skills in a STANDING formal function or party:

- 1. Hold your drink in your left hand so that you can always shake hands with a dry right hand.**
- 2. Mingle first, eat later. You don't want to leave the party wearing the label of buffet guardian or, worse, glutton.**
- 3. When eating finger food, choose those that won't leave your fingers full of grease or crumble all over you.**
- 4. If you must hold a plate, do it with your left hand or stand close to a table where you can quickly put your plate down if you need to shake hands with someone.**

5. **Avoid stuffing your plate with all kinds of food from the buffet. Instead, take several trips to the buffet table and keep it to the same type of food every time. So, if you wish to try two types of salad, it is okay to put them on the same plate; or if you wish to try two kinds of dessert. But it is not okay to mix salad, with stew, with dessert.**
6. **Drink moderately, even if you are served with the best champagne you have ever had.**

Supplementary: **Table Manners**

**Good table manners make eating pleasant for all.
Consideration for others is the rule governing table manners.**

Points to be remembered:

1. **“Thoughtfulness” in mind**
Be true, sincere and honest always
A concern for the effect of our actions on those around us, keeping this in mind, we can save ourselves and other embarrassment in many situations.
2. **No conspicuous clothes (too transparent)**
No Sandals, no slippers, no jeans, shorts, pants, and flip flops ...
Sometimes, depends on formal & informal...
Many youngsters love to wear the wildest, most eye-catching clothes they can find & shop. So the latest fashion in the fashion magazines generally looks sensational. But most of the women, either because of their age or because of their shape, look far better in more conservative costumes. So unless the ladies or women, you are under 30 and have a gorgeous figure, don't wear conspicuous clothes, too easily to be seen, or see through ...

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3. **No personal remarks that may attract attention**
Don't stare at people or bump into them deliberately or point at them. Avoid talking at the top of our lungs.
4. **Never broadcast private affairs, feelings or innermost thoughts in public**
5. **Ladies on the "Right"**
It is always more polite that a gentleman seat a lady on his right; also seating of a guest of honor on the right of the host or hostess or chairman, and the bride walking down the aisle on her father's right and sitting on the bridegroom's right at all wedding festivities.
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6. **"The Table" - not a place for private discussion**
7. **Seating & Sitting**
A gentleman always rises when a lady comes into a room, especially in a restaurant. When a lady bows to him, a gentleman merely makes the gesture of rising by getting up half way from his chair and at the same time bowing. Then he sits down again.
8. **Hands & Elbows**
9. **Gesture & Posture (Body Language)**
There is no doubt that a person----man or woman----who stands and sits erect looks best.
10. **The Napkin**

11. Demonstration of using the “Silver” (Knife & Fork)

To let anyone see what you have in your mouth is offensive. To make a noise is repulsive. To make a mess is disgusting. To saw away at one’s meat with elbows high is to risk poking one’s neighbor. To scrape or drag chairs, rattle knives and forks against the plate, or make other unnecessary noises is thoroughly annoying those nearby.

- a. Soups (**eat**)
- b. Bread & Butter
- c. Salad & Dressing
- d. Fish (**debone**)
- e. Main Courses
- f. Hot Food / Cold Dishes
- g. Fruits
- h. Dessert & Pastry
- i. Coffee, Tea or other beverages before or after meal

12. Appreciation & Compliments**13. When to start eating ...****14. When something is out of reach ...****15. Refusing a dish ...****16. Summoning a waiter or waitress****17. Cocktails & Wine****18. Ordering the meal****19. Paying & Splitting the check****20. Tipping**

Minor difficulties:

Coughing, Sneezing & Blowing Nose

Choking on Meat or Bones

Food that is too “Hot” or “Spoiled”

Food stuck in a tooth

Stones, Bugs, Hairs, ... etc

Spills

The left-handed diner

With people not like you

With the handicapped

Dining “Don’ts”

Don’t push back the plate when finished

Don’t encircle the plate with the left arm while eating

Don’t wipe off the tableware

Don’t take huge mouthfuls of any food

Don’t ... (Do try not to be affected – be true & sincere)

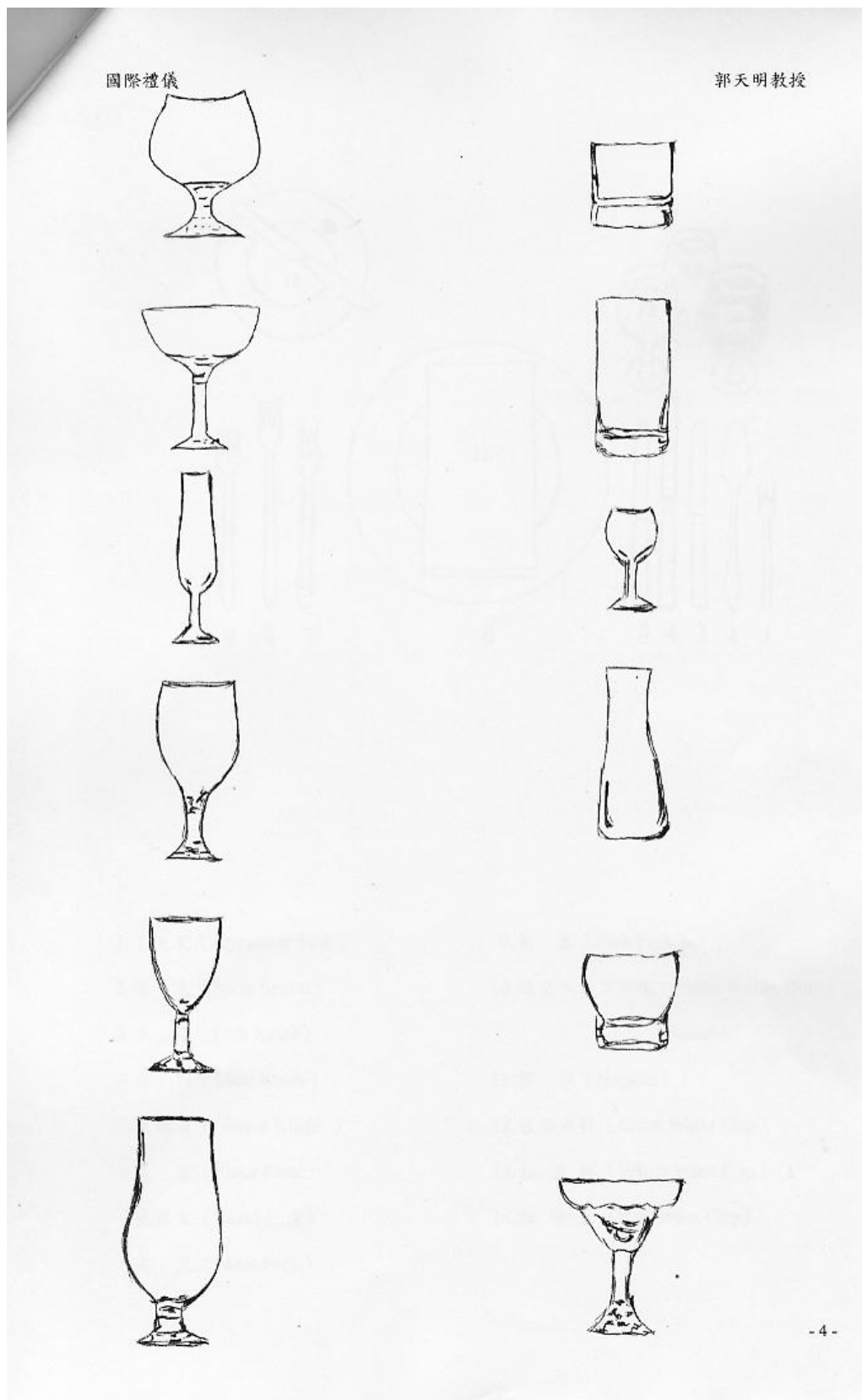
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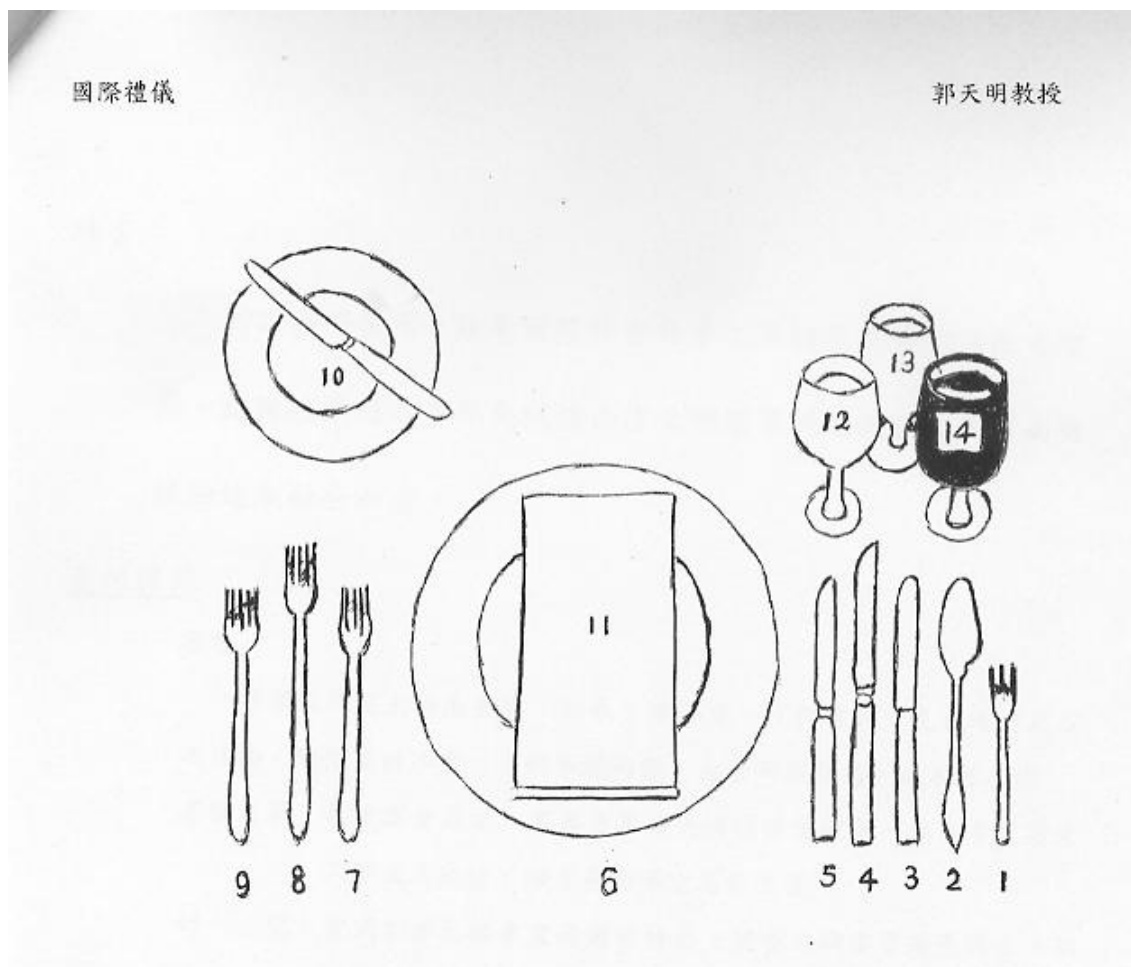
SUPPLEMENTARY

做個成功的主人

1. 填賓客名單，主賓決定好，再考慮陪賓。
2. 陪賓地位不可高於主賓。
3. 如請雙者(夫妻檔)，男女主人對坐(如以時鐘指數為標示，女主人坐在十二點，男主人則在六點，男主人之背後為門)。
4. 男女主角右手邊是主賓，在左手邊是陪賓，距離男女主角愈近者，顯示其份量較重。
5. 如請單身，主人應坐六點(背門)，而讓主賓坐十二點，次賓坐五點，依此類推。
6. 請客時間以星期一至五晚間為宜。一般應於兩週前發出邀請。
7. 請客地點西方人喜歡在家中，若家中有適當的停車場，這是較好的選擇。
8. 邀請方式以帖子最正式，關於面對面，打電話或寫信邀請，事後都要再確認。

9. 宴客的另一重點是「菜單」。記得不可開出客人不能吃的食物。絕大多數西方人對動物內臟排斥，慎記。
10. 對有特殊信仰者，應尊重其特殊習慣。
11. 猶太人不吃豬肉、貝類海鮮、母牛肉，也不在同一餐內食用牛肉與牛奶、雞肉，表示上帝廣愛世界萬物，不對生命趕盡殺絕。
12. 回教人則不吃豬肉，無鱗海魚，也不喝酒。
13. 但馬來西亞、巴基斯坦、印尼等地的回教徒則可飲酒。





1. 小吃叉 (Appetizer Fork)
2. 湯匙 (Soup Spoon)
3. 魚刀 (Fish Knife)
4. 肉刀 (Meat Knife)
5. 生菜刀 (Salad Knife)
6. 底盤 (Show Plate)
7. 生菜叉 (Salad Fork)
8. 肉叉 (Meat Fork)
9. 魚叉 (Fish Fork)
10. 麵包牛油刀和碟 (BB Plate & Knife)
11. 餐巾 (Napkin)
12. 玻璃水杯 (Water Glass)
13. 白酒杯 (White Wine Glass)
14. 紅酒杯 (Red Wine Glass)

食的禮節

一、宴客

宴客在社交上極為重要，如果安排得宜，可以達到交友及增進友誼之目的。倘使安排不當，小則不歡而散，大則兩國交惡，故不可不慎。

宴客名單：要使宴會成功，宴客名單事先必須慎重選擇，應先考慮賓客人數及其地位，陪客身份不宜高於主賓。

時間：官式宴會之請柬宜兩週前發出，宴會日期儘量避免週末、假日。

地點：以主人寓所最能表現誠意及親切，倘使用其他地點，應注意衛生、雅緻，交通方便為宜。

請帖：中、西式

菜單及客單：在正式宴會上均備有菜單和客單。菜餚之選定應注意賓客之好惡及宗教之忌諱。如佛教徒素食，回教及猶太教徒忌豬肉，印度教徒忌牛肉，天主教徒週五食魚，非洲人不喜豬肉、淡水魚。西方習俗，甜點應在最後，上水果之後。

注意事項：

1. 請帖發出不輕易更改或取消。
2. 一經允諾必準時赴約。
3. 請帖中明列時、地、服裝。
4. 重要宴會事前提醒賓客。

5. 在國外，赴主人寓所會宜攜帶具有本國特色之小禮物表示禮貌。

6. 宴會後，宜以電話或寫信（卡片）向主人致謝。

二、席次之安排

（一）西式：有下列三項重要原則

（1）尊右原則：

1. 男女主人若並肩而坐，賓客夫婦亦，女主人居右。
2. 男女主人對坐，女主人之右為首席，男主人之右次之，依次類推。
3. 男主人或女主人據中央之席，朝門而坐，其右方桌子為尊。

（2）” 3 P “ 原則：

1. 賓客地位 (POSITION)：座次視地位定，女賓地位隨夫。
2. 政治考量 (POLITICAL SITUATION)：政治考量有時改變了賓客地位，如在外交場合中，外交部長之席位高於內政部長，禮賓司長高於其他司長。
3. 人際關係 (PERSONAL RELATIONSHIP)：賓客間交情、關係及語言均應考慮。

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(3) 分坐原則：

男女分坐、夫婦分坐、華洋分坐。

(二) 中式：

仍須使用「尊右原則」及「3P原則」，而「分坐原則」中之男女分坐與華洋分坐依然相同，只有夫婦分坐改成夫婦比肩而坐。

(三) 注意事項：

席次遠近以男女主人為中心，愈近愈尊，女賓忌排末坐。賓主人數若男女相等，以六、十、十四人最為理想，可使男女賓夾坐，亦可使男女主人對座。十三人則宜避免。

(四) 席次圖形：

方桌：

圓桌：

三、餐具之排列：見附圖

1. 餐巾：女主人先攤開。用餐巾之四角來擦嘴，不可擦餐具、擦汗、擦臉等。餐畢，大致摺妥放回桌面左手邊。
2. 餐具：由外而內使用，右手持刀，左手持叉。用過餐具不離盤。湯匙不置碗內。用畢餐具要橫放於盤子上，與桌緣略為平行，握把向右，叉齒向上，刀口向自己。

四、進餐原則：

1. 閉嘴靜嚼，嚼動時幅度宜小，口中有食物時不應說話，談話音量應以左右方鄰客聽聞即可。
2. 本人盤內食物應盡量吃完，方合乎禮貌，惟不宜過分勉強。
3. 欲取用遠處之調味品，如鹽、胡椒、糖或奶精等，應請鄰座客人幫忙傳遞，切勿伸手越過他人取用。
4. 喝湯不可發出聲音。
5. 麵包要撕成小片送進口中食用。
6. 讚美食物，尤其女主人親自烹調時更應為之。
7. 洋人進餐無敬酒、乾杯之習慣，切勿勉強客人為之。
8. 打破餐具時，首應保持鎮靜，待侍者前來協助。如需侍者時，通常不用聲音，而以簡單手勢為主。
9. 西式宴會主人可於上甜點前致詞，中式宴會則在開始時致詞。
10. 如宴會係自助餐式，取菜須適量，勿堆疊盤中。
11. 女士進餐畢如欲補粧，須離座至盥洗室為之，切不可於座上補粧。

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