



## Social Etiquette

---

### Professional Etiquette and Social Skills Quiz

1. When someone new enters a room, would you stand?
2. When you have finished your meal, where do you place the napkin?
3. Should you stand if your date leaves the table during a meal?
4. You should answer the phone after how many rings?
5. How quickly should you send a thank-you note for a gift or for someone hosting an event?
6. When the National Anthem is being played, where should you be facing?
7. How should you greet someone with a disability?
8. What color of suit is best to wear?
9. When passing food at the table, in what direction should you send it?
10. When you are finished with your meal, where should you place your knife and fork?
11. When someone is getting married, how long after the wedding do you have to send a gift?
12. When you order a bottle of wine in a restaurant, what do you do when the server brings the bottle to your table?
13. How should you receive a special guest or an alumnus who is visiting?
14. At what point during the meal, is it OK to put your elbows on the table?
15. When leaving a good phone message for someone, what elements should you be sure to include?
16. Who should go through a revolving door first?
17. When you receive an invitation that requests an RSVP, what does that mean?
18. If you are attending a service at a friend's church, should you take communion?
19. At a business lunch, who should pay for the meal?
20. If a bellman at a hotel assists you with your bags, how much should you offer as a tip?
21. Is it acceptable to wear a short-sleeve shirt with a suit?
22. If you temporarily leave your table during a meal, where should you place your napkin?
23. Should a thank-you note be handwritten or typed?
24. When confronted with many utensils at a table place setting, in what order should you use the utensils?
25. How should you dress for an interview?



## Social Etiquette

### Etiquette Quiz Answers

1. When someone new enters a room, you should rise if introductions are to be made. Should you be seated with others and it would be awkward for everyone to stand, you should remain seated. Many experts suggest men should always rise when a woman or special guest enters the room or return to a table at a meal. When arriving at a table for a meal, generally you should stand until all who will be seated at the table have arrived or until the host sits.
2. Your napkins should be folded in half and placed gently to the left of your plate when you are leaving the table at the end of the meal. It is inappropriate to place a soiled napkin on the table at any point during the meal even if you are finished eating. At a banquet where awards or a speaker may follow dinner, it is often acceptable to place a folded napkin on the table during that part of the program.
3. During a meal, you should always stand when your date leaves the table and when your date returns to the table.
4. You should answer a telephone within four rings.
5. It is generally considered appropriate to send a thank-you note within 24 hours of receiving a gift or attending a meal or event hosted by someone.
6. When the national anthem is played, you should always stand and face the flag. Should no flag be present, you should stand and face the music.
7. You should greet someone with a disability as you would anyone else.
8. Suit colors that are generally most appropriate are a dark navy or dark gray wool suit. Navy is the generally accepted color for a blazer.
9. Food should be passed to the right. When passing, reach across your chest with your right hand, accept the dish, place it in your left hand, and pass it across your chest and hand it to the person next to you. Hold the dish until it is accepted. By reaching across your chest, you avoid knocking elbows with your neighbor.
10. Your knife and fork should be placed diagonally on your plate so the tines face "10 o'clock" on the plate and the handles of the utensils are at "4 o'clock".
11. The general rule is that you have up to one year after the wedding to send a gift. However, good manners dictate sending a gift prior to the actual wedding ceremony, if possible.
12. When a server brings a bottle of wine you have ordered, you will be asked to approve the bottle after it is presented to you. Simply nod or voice your approval. The server will then open the bottle and may ask you to inspect the cork. Only reject the bottle if the cork appears damaged or crumbles/flakes in your hand. Finally, the server will pour a small amount of wine for you to taste and indicate your approval prior to the other guests being served.
13. A special guest or alumnus should be assigned a host in advance of his/her visit. The host should be responsible for introducing the special guest or alumnus and escorting him/her to the meal and/or event. You should always rise when a special guest is introduced or enters a room.



## Social Etiquette

---

### Etiquette Quiz Answers (continued)

14. Elbows should never be placed on the table during a meal.
15. A good message should include your name, time of your call, reason for your call, your phone number, and a good time to reach you or an action you would like the recipient of the message to take. For business purposes, always leave your phone number. Someone who is receiving your message while traveling may not have your phone number available.
16. A man is no longer required to open a door first or to go through a revolving door first. The first person to the door usually should go first. However, you should enter first if you can help push the door for someone elderly or someone with you whom otherwise would have difficulty.
17. An invitation that requests an RSVP is asking for you to indicate whether or not you are able to accept the invitation. You should always respond within two weeks of receiving the invitation or as quickly as possible. An invitation marked "regrets only" needs no response if you will be able to attend.
18. You can usually take communion if you have been baptized, but different churches have different customs. Ask in advance, if possible, and watch what other guests of the congregation are doing.
19. At a business lunch, the host typically pays for the meal. However, you should be prepared to pay for your portion after giving the opportunity for the host to take the check.
20. Two dollars per bag is the generally accepted tip for a bellman or five to ten dollars for an entire cart of bags, regardless of the number.
21. While it may be acceptable, most people don't like the look of short-sleeve shirts with a suit coat so it should be avoided if at all possible.
22. When leaving a table during a meal, place your napkin on your chair. In formal restaurants, you may return to find that your server has folded it neatly and placed it over the back of your chair while you were away.
23. Handwritten thank-you notes are preferred because they have a more personal feeling to them.
24. Utensils should always be used from the outside in. Thus, if two forks are placed to the left of your plate, you should use the outer fork for your salad and the inner fork for your entree.
25. Dress for an interview should be professional and whatever is considered currently appropriate for the job. Different industries have different standards for what is considered appropriate attire. You should research this standard in advance of your interview and dress accordingly. What ever you choose to wear, it should be neat and clean in appearance.