

Welcome to our Savoir-vivre presentation



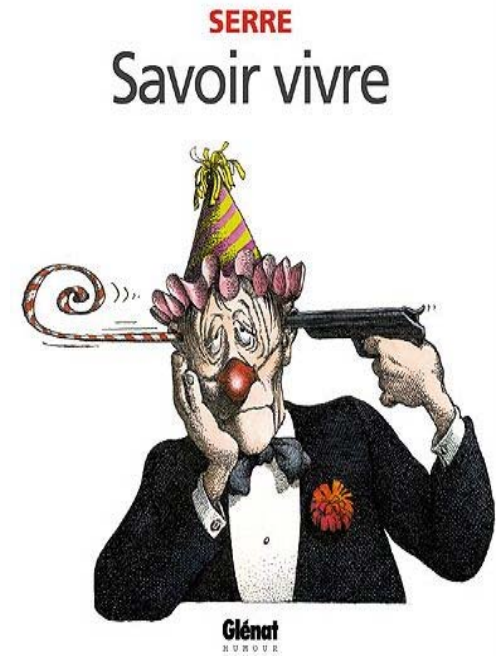
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Pick and Taste
www.pickandtaste.pl



Savoir-vivre

- Part of the abilities of being with people
- It is dealing with the surprises of our everyday life
- Elegant behaviour at a table means not only making use of the cutlery freely, but also the way of reaching for the dishes and entertaining other guests
- The way of keeping a spoon, the choice of a wine glass and the ability of making use of chopsticks say about us more than we would think and (sometimes) would like to disclose



A visit

- r.s.v.p - an old form of asking for a response
- s.t. - "sine tempore" - asking for being punctual
- c.t. - "cum tempore" - there is a possibility of being late max. 15-20 minutes
- You should inform the host about your visit
- It is worth inviting a person in return - if it is impossible, you should send a special letter with thanks for the invitation



Dress

- Reflection of the personality, attitude towards others
- Appropriate dress for the situation and place
- Do not catch attention by provocation
- Overdressed - too elegant outfit
- Underdressed - too casual outfit
- White colour makes you look fat, black colour absorbs light and makes you look slimmer
- Horizontal and thin stripes lengthen the body
- It is best to limit up to three colours in the outfit - more colours is the sign of bad taste
- During the day, the suit may be more fancy, at night - dark
- If the suit is dark, then shoes and belt should be dark too
- Socks should cover whole calfs
- To a brown dress, the stockings or tights should be in the same colour or flesh-coloured



Presents

- They should always be unpacked, unless there is a big party and the host does not have enough time
- Putting a present aside makes impossible to see our reaction for the person who gives it
- You should always thank for the present, even if it is not useful
- It is worth enabling the endower to return a present if he/she does not like it
- It is absolutely necessary to thank for the present got by mail
- Try to estimate the value of the present - it should not be too expensive, because it obliges to give a similar present in return, which some may not afford



Flowers

- Given by a man
- Do not give dried flowers
- Flowers in a pot may be given only to very close friends
- We present cut flowers - in odd number
- Flowers may be wrapped in a foil and not in paper
- According to the Savoir vivre art, flowers should be sent in the morning or, ultimately, an hour before the party - the person who did not bring flowers could feel embarrassed and the hostess would have to leave the guests and put them into a vase
- There is no ideal vase



Introducing oneself - 1

- A woman is introduced to a man
- A younger person is introduced to an elderly one
- A client is treated specially - even a president of the company may be introduced to him
- A host introduces people who are not known to the guests
- In a marriage a woman is mentioned first
- A person with a lower status always greets a more important one
- People are introduced to public persons - e.g. a bank director is introduced to an artist, but an artist is introduced to a professor
- We look at a person whom we introduce another one to and not the presented one
- We avoid gesticulation - we show a person with a slight movement of the head



Introducing oneself - 2

- Women greet each other first, then women with men and in the end men
- We do not use the diminutive form of names during greeting each other
- If we do not know the first name of a person, we introduce everybody by last names
- You should give the degree (only the highest one) of a person, his/her position and say a few words about him/her. If we introduce ourselves, skip the degree
- We do not bring academic degrees upon spouses, e.g. professor Catherine Smith (the wife of the professor)
- If we do not have full information on a person, we ask him/her to introduce him/herself
- If somebody made a mistake while introducing us, we should quickly correct the person and not stress the fact



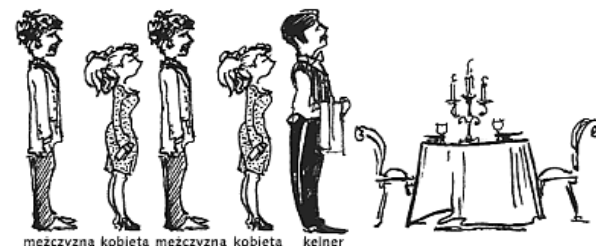
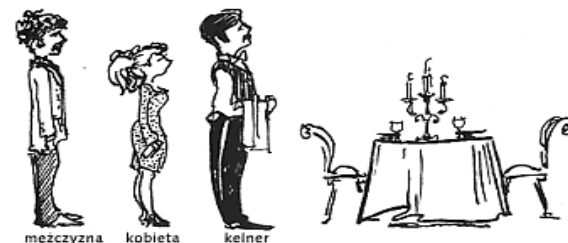
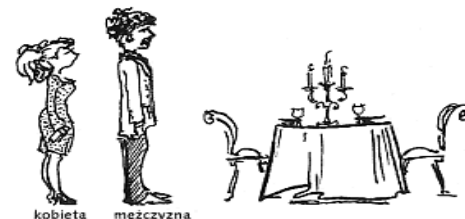
Introducing oneself - 3

- A man waits until a woman offers her hand
- A younger man is first to greet an older one
- A man can always bow down to a woman - first to the oldest one
- A younger person waits until an older one offers him/her the hand
- Only married women may be kissed in their hands - the kiss is only an imitation and not a real touch of the hand
- Nowadays it is not necessary to take off a glove before offering a hand - however you should not kiss the glove
- Taking off a hat is a kind gesture, but short touch of a brim is sufficient



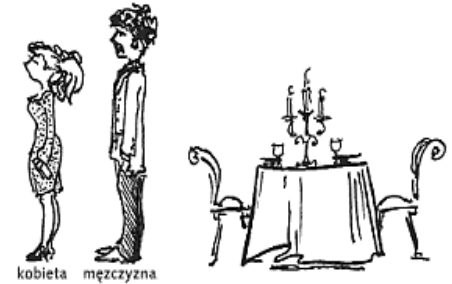
Restaurant - 1

- While choosing the courses we should ask for advice first the person who invited us and only later a waiter
- It is good to order dishes which have similar price to the ones ordered by our inviter
- The order for the course is told the inviter and later he passes it forward to the waiter. However, you can say it straight to the waiter
- In expensive restaurant it is the waiter himself who serves dishes from a trolley near the table. If the guest wants a second helping, he/she cannot serve him/herself
- When a woman stands up, it is only her companion who gets up too. In the past these were all men



Restaurant - 2

- It is the person who invites that pay, regardless the sex
- "My pleasure"
- It is worth checking the bill - mistakes happen
- If the dishes fall short of your expectations in any way, you should point it out to the waiter in a discreet way
- You can start business talks at the end of the meal
- You should prepare much more carefully to a talk during a meal because of little space on the table



Aperitif and digestive

Aperitif

- At the beginning of the party - it whets appetite
- Drunk standing or in the other room
- About 20 minutes
- Light alcohol
- Vermuth, Gin with tonic, Campari
- Sparkling wine with *cassis*
- Fruit juice
- During aperitif you do not propose a toast

Digestive

- Aids digestion
- High-volume alcohol
- Drunk at a table



Champagne

- "Too much of anything is bad, but too much Champagne is just right." - *Mark Twain*
- "Champagne is the only vine after which a woman who drinks it stays beautiful." - *Madame de Pompadour*
- "If you win, you deserve Champagne. If you lose, you need it." - *Napoleon Bonaparte*
- The champagne cork may fly out with the speed of 200 km per hour - you should be careful not to aim at anybody with a closed bottle
- Popping is not advisable, you should position the bottle at the angle of 45°, grab the cork with the ring finger and the thumb of the left hand and take the bottle with the right hand until it is open



Sitting at a table - 1

- A rectangular table - hosts opposite each other at short sides of it
- On the right side of the host there is the wife of the most important guest or the most significant guest if it is a woman
- On the right side of the hostess there is her husband or the most important guest - a man
- On the left side of the host there is another most important wife, it is the same with the hostess
- If we have two hosts - the most important guest sits on the right side of the host, the second on the left hand, the third one on the right side of the other host, the fourth on the host's left side
- If an interpreter is needed during a meeting, he/she sits in the back row, not straight at the table



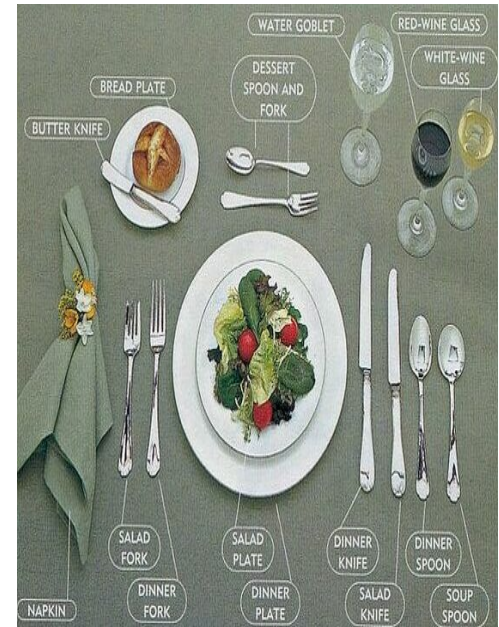
Sitting at a table - 2

- When a hostess serves dishes in person, a host cannot leave guests
- The main guest cannot offer help during cleaning
- The back adhere to the backrest of the chair, the knees are bent at the right angle, the wrists are on the table
- The guest of honour cannot sit backwards to the door
- Married couples are sit like during an ordinary social meeting - separately
- People who are highest in the professional hierarchy are sit first, then other persons
- If we conduct negotiations, we sit in a mirror image - the president opposite the president, the accountant opposite the accountant



Cutlery on the table

- There are maximum 3 types of cutlery on the table at one time, the following one is served with an appropriate dish
- Forks on the left, knives and spoons on the right
- A dessert fork is just above the plate, directed to the right
- A dessert spoon is just above the dessert fork, directed to the left
- Sometimes there is also a dessert knife, above the plate, directed to the left
- Additionally, a spatula for butter, knife and fork for fish, fork for seafood, knife for steaks



Cutlery

- During a meal, cutlery cannot touch the table - the end of the knife at 10 and the end of the fork at 2 o'clock, crossed
- During a meal, the ends which are put down, reach for the middle of the plate
- During the break of the meal - hands leant against the edge of the table
- A fork is put into the mouth not deeper than 2/3 of its teeth
- A knife is used only for cutting dishes, or possibly for their slight supporting. You never put food with it to the fork
- After a finished meal - the ends at 10 and the cores at 4:20 o'clock - waiters block the cutlery with their finger so that they are not dropped to the right side



Plates

- Neither plates, nor other elements of the tableware should be rearranged - their placing is well-considered
- The waiter takes away dirty dishes from the right side and gives clean ones from the left
- A service plate - it is always in front of the guests and is used for placing other plates on it
- A dinner plate - for a main course
- The guests never put aside the plates by themselves
- A person serving the guests should not take more than two plates at one time



Order of serving

- The host, before the dinner, informs the guests what they are going to eat and drink
- The most common order is: starter, soup, fish dish, meat dish, cheese, dessert, fruit, coffee
- Soup may be served before or after the starter
- Main course may be accompanied by vegetables (once it was a separate dish)
- After a main course you can serve a salad



Behaviour at a table

- Sitting at a table, you should take off the ring from the napkin and put it on the right side of the cover
- We do not start a meal saying "bon appétit" - the signal to start the meal is taking the first helping by the hostess
- Bread is broken into small pieces and buttered
- Butter is put into a special knife and then into your own plate for bread - you should use your own spatula
- Keeping elbows on the table is appropriate only when not eating
- You may slightly bend down towards other people on your elbows - it means showing more attention to others



Wine

- If there is no vintage given on the label of the wine, it means that it is a coupage from different years
- Words like Riserva or Reserva have legal justification only in Spain and Italy. Seleccion, Especial, Familia, Privat etc. are notions used by producers to raise the prestige of the liquor, however it is not legally sanctioned
- The silver part from the bottleneck is always cut below the swelling on glass
- There are about 500 qualifications of the bouquet of wine - 300 of which we know from other experiences
- The size of bottles:
 - Magnum - 2 bottles
 - Jeroboam - 4 bottles
 - Rehoboam - 6 bottles
 - Mathusalem - 8 bottles
 - Salmanazar - 12 bottles
 - Balthazar - 16 bottles
 - Nabuchodonosor - 20 bottles



Matching wine with dishes

- To a soup - dry cherry
- To a fish - white or light red
- To meat - red, usually strong and dry
- To a dessert - champagne, sparkling
- Instead of a dessert - sweet, porto and sherry
- You match wine and dishes from the same region
- You match simple wine with sophisticated dishes and the other way round, if you want to stress the taste of wine or a dish
- You match great wine with outstanding cuisine, if you want to create an ideal match



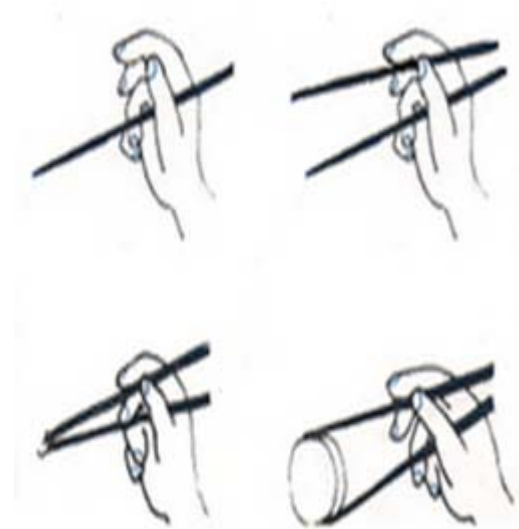
Rules of eating

- When a fishbone gets stuck in your throat, you leave the guests and get rid of it in a toilet
- Poultry bones are put away to a special plate and if there is no one - you put it on the edge of yours
- During standing parties you can keep the chicken's leg by its end wrapped with a napkin
- Ribs are eaten with cutlery. With hands only if there is a bowl with water for rinsing fingers
- A cup with mocca is always taken with a saucer



Chopsticks

- The first chopstick is put between the thumb and the index finger, leaning against the ring finger
- The other chopstick is caught like a pencil
- In Asian countries people raise a bowl with rice and put it to their mouth with the use of chopsticks
- It is difficult to eat with chopsticks from a dinner plate



Serving alcohol

- Wine is poured from the right side up to the widest point of the glass - about 1/3
- While pouring, the bottle is kept on the level of the label, exposing it
- The first portion is poured to the glass of the person who ordered wine
- During close-circled parties, pouring wine is begun with women and finished with men or according to the precedence rule
- During big parties, wine is poured in turn
- You do not raise a glass while it is being refilled
- At the end of pouring the wine, the bottle is slightly turned right - by 1/4
- Glasses for particular dishes are taken after eating is finished - only glasses for water are left



Mistakes at a table - 1

- Quick eating results in assuming an inappropriate position - the head is bent too low above the plate
- The mouth should not meet the cutlery half way
- The index finger is far from the knife edge or almost on the fork's teeth
- Wiping off the lipstick with a fabric, not a paper napkin
- Making up lips while eating
- Loud behaviour and loud criticism



Mistakes at a table - 2

- You should not start eating until everybody has their serving
- You should not take out food from the mouth - you should spit out the bite to a fork and put it on the plate
- Do not blow at hot food
- Do not raise the pinkie while drinking tea or other beverages
- Do not wrap the teabag with a string
- You should not drink spilt tea from the saucer
- You should not leave a teaspoon in a cup after mixing coffee with cream and sugar



Tasting

- The glass is always kept by its stem, not the bowl
- The glass should narrow up from 1/3 of the bowl
- The bigger glass, the bigger chance to discover the bouquet is
- Spinning the liquid, slurping and gargling is allowed only during tasting, not elegant dinners
- It is advisable not to ask for a refill - if everybody asked for it, eating a dish would not end. Each dish is accompanied by a proper liquor. Therefore you wait for the next dish and next alcohol
- You propose a toast with champagne or wine, never vodka



Glass

- Glass for water - just above the knife
- Glasses in a row - the glass for water should be put to the furthest left
- Glasses on the plan of a circle, rhombus or triangle
- Next to the glass for water, there should be a champagne glass, then the one for red wine, white wine, sherry and vodka
- Some put the glass for champagne to the furthest right, as it is the one for proposing toasts
- Glasses are put in order with which they will be used, starting from the right - it facilitates service
- The glass for vodka should not appear during a sophisticated dinner. If you want it, it should have a stem and 50 ml volume - then you drink half of the glass at one time



Toast

- The first one - only after starters
- You do not taste the liquor before the toast
- The toast is proposed only with champagne/wine - never vodka
- It is usually proposed by a man, the host "for the meeting" - you may finish with this one
- After the host's one, the next toast is proposed by the most important guest
- After the toast, there is a cover change - plates and starter cutlery, as well as glasses for champagne disappear
- At a wedding, the first toast is proposed by a bride's father, then - alternately - further guests from the family of a bride and bridegroom
- A bride and bridegroom do not have to propose any toasts - it is done by a bridegroom's father
- Thanks for parents are not expressed in the form of a toast, but as a special event



Conversation

- Concise, articulate statements - diction
- Moderate gesticulation stimulates conversation
- Do not be afraid of starting a conversation
- Do not criticise the absent
- Do not interrupt a conversation or express your opinion if not asked
- Do not argue at the presence of third parties - especially quarrels in marriage
- Having committed a faux pas among several people, do not correct yourself immediately, it is better to do it at the end of the meeting "aside"
- Jokes are a risky conversation's topic
- Compliments may be paid very carefully



Wine and alcohol

- Regional or national dishes are worth matching with wine produced in the same country - e.g. cabbage with riesling
- A decanter should be on the table, contrary to a bottle, which has its place in the kitchen or on the pantry
- If you order a bottle of wine in a restaurant and the waiter brings it, you should bend your head for its acceptance
- Beer is served in the temperature of 6-10°C - with or without head - it depends on the preferences of the ordering person



Tobacco

- If you want to smoke at a table, you should ask if it is fine with everybody
- You smoke only after, never during the meal
- The smoke is exhaled up in order to minimize its impact on others
- Light may be passed also over the table, you do not go with it around the table
- A man should always have light on him in order to lend it to a woman, if there is such a need
- It is not impolite to ask the guests to smoke on a terrace or balcony - but there must be an ashtray prepared





Thank you for attention

