

The University of San Diego Honors Program

Etiquette Series

Part 1



Attire

- White Tie
- Black Tie
- Formal
- Semi-formal
- Cocktail
- Business
- Business Casual
- Resort Casual
- Casual Chic
- Casual

The Interview

- Proper Attire
- Essential Accessories
- Preparation of Questions
- Resume
- Proper follow-up

Introductions

- Men are introduced to women (with exceptions)
- Younger to older
- Formal: President Lyons, may I present, Emily Post.
- Semi-formal: President Lyons, allow me to introduce, Emily Post.
- Casual: President Lyons, this is, Emily Post.

Cocktail Reception

- Drinks
- Interrupting and entering conversations
- Navigation

Correspondence & Gifts

- The power of a proper thank you
- Stationary
- Gift Giving
- RSVPs, Declines, and Cancellations

Greetings

- The Social Kiss
- Firm Handshake, eye contact, smile
- Formal: How do you do?
- Semi-formal: Hello
- Casual: Hi



Part 2



Hosting

- Responsibilities and Expectations
- Difficult People

Toasting

- “Brevity is the soul of wit”
- When being toasted to, do not drink to the toast, but rather, respond to the toast and then drink.

Escorting

- The right side is the side of respect and honor
- Women are always escorted on the right side

Conversation

- Research - What is the event, why are you there, what is the objective?
- Prepare before with questions and topics of discussion
- Tonality

At the Table

- Seating
- Standing & Sitting
- Posture & Hands
- American vs. Continental
- Napkin placement
- Knife and fork always held in hand using pointer fingers
- If the table setting is correct, use silverware from the outside in

- All glasses will be to your right
- Bread plate will be on your left
- Always rip a piece of bread off to butter - never butter the whole roll
- Excusing yourself properly