

HOW TO
BE A
Lady

Revised *and* Expanded

A CONTEMPORARY GUIDE
TO COMMON COURTESY

CANDACE SIMPSON-GILES

A PDF COMPANION TO THE AUDIOBOOK

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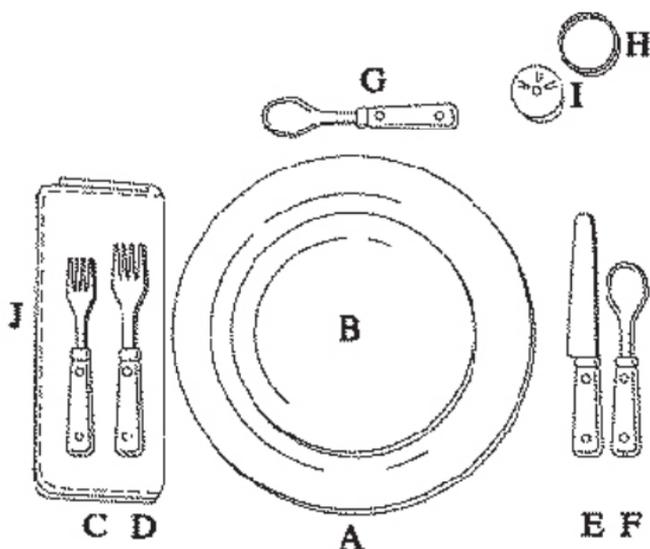
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HOW TO SET A DINNER TABLE

A lady knows how to set an elegant, if rudimentary, dinner table. The basic equipment is arranged in this manner:

When salad is served as a first course



A. Dinner Plate

B. Salad Plate

C. Salad Fork

D. Dinner Fork

E. Dinner Knife

F. Coffee Spoon

G. Dessert Spoon*

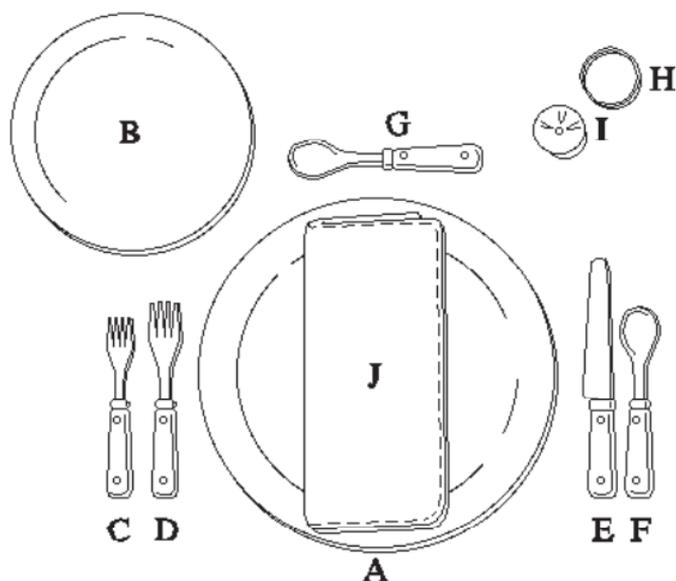
H. Water Glass

I. Wine Goblet

J. Napkin

**The Dessert Spoon can be a fork, if appropriate.*

When salad is served along with the entrée



- A. Dinner Plate
- B. Salad Plate
- C. Salad Fork
- D. Dinner Fork
- E. Dinner Knife

- F. Coffee Spoon
- G. Dessert Spoon*
- H. Water Glass
- I. Wine Goblet
- J. Napkin

**The Dessert Spoon can be a fork, if appropriate.*

OTHER FORMS OF ADDRESS
FOR DIGNITARIES

The Vice President

Mr. (Madame) Vice President or Sir (Madame)

A United States Senator

Senator _____

A Member of the House of Representatives

Representative _____

Governor of a State

Governor _____

An Episcopal or Roman Catholic Bishop

Bishop _____

A Roman Catholic Archbishop

Your Excellency

A Rabbi

Rabbi _____

A Member of the Protestant Clergy

Mr. _____, Mrs. _____,

Ms. _____, or Dr. _____