PLACEMENT BUREAU PERSONAL DEVELOPMENT SEMINARS 2005

PROTOCOL AND BUSINESS ETIQUETTE HANDOUTS:

FIRST IMPRESSIONS:

(B) HOW TO OUTCLASS THE COMPETITION

AT THE

BUSINESS LUNCH INTERVIEW

(Topic # 6)

BY

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Council of Legal Education Norman Manley Law School UWI, Mona Campus, Kingston 7, Jamaica FRIDAY, NOVEMBER 18, 2005

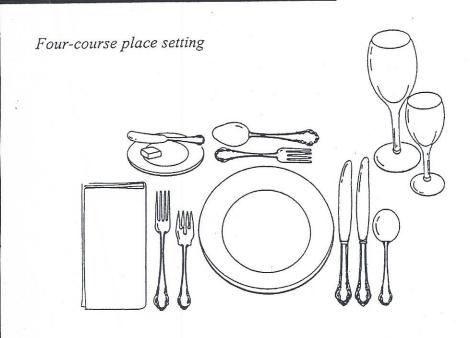


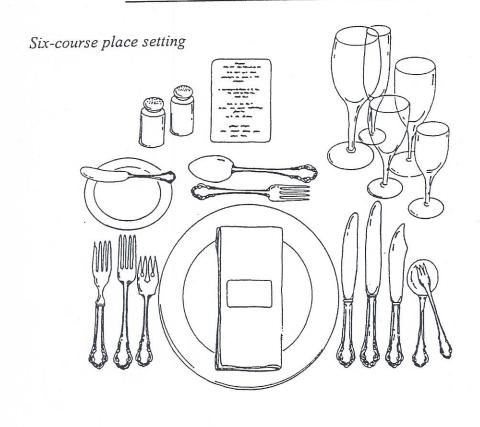
Business Entertaining

Eating is not an executive skill... but it is especially hard to imagine why anyone negotiating a rise to the top would consider it possible to skip mastering the very simple requirements... what else did they skip learning?

- A Fortune 500 CEO







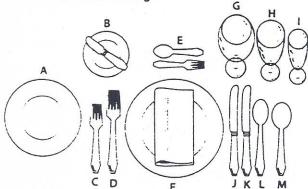
OUTCLASS THE COMPETITION

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DO YOU KNOW YOUR TABLE SETTINGS?

Your colleagues and clients aren't going to snicker if you use your dessert fork to eat the salad. Nope—they'll just laugh about it behind your back later. Here's your palm-size tip sheet to tackling table settings



A: Salad plate. If salad is served as a first course, this plate is usually put on top of the main plate.

B: Bread plate, with butter knife. When you take butter, do not put it directly onto your bread. Put a good-size dollop on your bread plate first.

C: Salad fork. It's usually on the outside. If your salad is served at the same time as your entree, you can use the dinner fork for both.

D: Dinner fork. The larger, inside fork.

E: Dessert spoon and fork. You can use the spoon for your coffee or tea, too.

F: Dinner plate and napkin. At the end of the meal, you should put your napkin on the table only after your host does so.

G: Water glass. No double-fisting: It's a no-no to hold, say, a piece of bread in one hand and your water glass in the other.

H: Red wineglass. If you're refraining from wine, signify by holding your fingers above the glass when the waiter comes to pour.

l: White wineglass. The more slender of the two wineglasses.

J: Dinner knife. Can be used to push runaway foods, like peas or rice, onto the fork.

K: Salad knife. Sits on the outside. Use it so you don't have to stuff big leaves in your mouth.

L: Dinner spoon. Useful for twirling pasta.

M: Soup spoon. To prevent splashing on your clothes, you should turn the spoon away from yourself when drinking soup.

Perfect setting for fine dining

Ommon sense is the underlying force in setting the Utable. It is arranged so that people will automatically reach for the appropriate utensil without even thinking about it. The basic principle of a good table setting is that the utensils are placed in the order in which they are used. Rule of thumb: Work from the outside inward.

Flatware is positioned on either side of the place setting, about one inch from the edge of the table. Napkins are either on the plate or to the left of the forks, depending on whether or not the first course, if there is one to be on the table when the guests arrive. Following is a trio of settings:

lemse

Everyday settings include a salad fork, dinner fork, dinner knife, teaspoon, salad plate, dinner plate and water and wine glasses. Dessertware is simplified; a fork and/or spoon is placed on the plate when dessert is served.

ormal

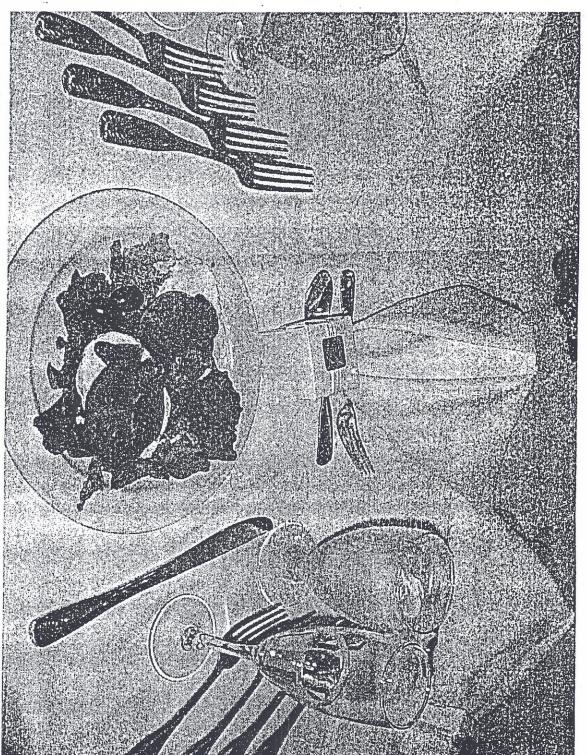
Include salad fork, dinner fork, dinner knife, soup spoon, salad and dinner plates, dessert and bread and butter plates, butter spreader (placed atop its plate, blade pointing to the left), water goblet and red and white wine glasses.

European

Include service, entrée, salad, dessert and bread and butter plazes (with butter spreader centered and pointing down); seafood fork, dinner fork, salad fork, salad knife (for scheese), dinner knife and soup spoon. Dessert fork and spoon are placed above the place setting with the spoon facing left above the fork, which is pointing to the right. Classes start with the water globet and move in an arc, inpward and outward – water, red and white. The champage thip sits above the red wine glass.

Traditional European silverware is larger than American. The pieces are engraved on the back and are placed on the table in an upside-down position.

Tips provided by Home Essence



A Dining Tutorial

Eating is the first enjoyment of life.

— Lin Yutang

The American Style of Eating

The illustration shows how to hold the knife and fork to cut food. Food is cut the same way in both the American and Continental styles. Hold the knife in your hand with your index finger on the handle, overlapping the blade no more than 1 inch. This is necessary because you need leverage for cutting. Hold the fork, prongs down, in your hand. Cut only one piece at a time.





After cutting the meat, lay the knife on the plate, as shown in the illustration. The cutting edge of the blade always faces the center of the plate. Switch the fork to your right hand before raising it to your mouth. The fork is held the way a pencil is held, steadied between the index finger and the middle finger, except that the thumb is turned up rather than down, as when one is writing.

Left-handed persons may reverse the position. Switch the fork to your left hand before raising it to your mouth. The fork is held the way a pencil is held, steadied between the index finger and the middle finger, except that the thumb is turned up rather than down, as when one is writing

The Silent Service Code

This is the **rest position**. Use this position when you are talking, drinking, or blotting your lips. When your hands are not in use, you may rest them on your lap.

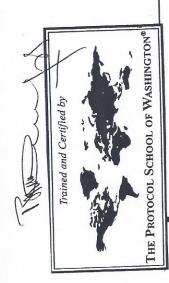




First, visualize the face of a clock on your plate. When eating only with the fork, place it times up on the plate when you're finished in the 10:20 I am finished position.

When you finish a course, place the knife and fork in the 10:20 I am finished position, with the tips of the knife and fork at 10 and the handles at 4.

NOTE: In the American style, the tines of the fork are up.



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A Dining Tutorial

Eating is that which explains half the emotion of life.

- Sydney Smith

The Continental Style of Eating

The illustration shows how to hold the knife and fork to cut food in either the Continental or American style. Cut only one piece at a time. To secure the meat on the tines of the fork, put the blade underneath the piece of meat and twist your hand slightly. Left-handed persons may reverse the position.



Bring the fork, tines down, to your mouth by twisting your wrist and raising your forearm slightly. The knife remains in your hand. A small amount of potatoes, rice, or vegetables may be placed on the tines of the fork with the meat.

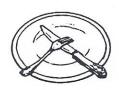


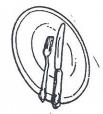
NOTE: Convey the fork, tines down, to your mouth.

TIP: Practice in private with an empty fork until you are comfortable.

The Silent Service Code

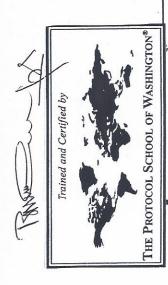
This is the **rest position**. The knife and fork are crossed on the plate with the fork over the knife, tines pointed down. This position is the silent signal that you are not finished. When your hands are not in use, you may rest them on the table from the wrist up.





When you finish a course, place the knife and fork in the I am finished position. Visualize a clock face on your plate. The tips of the knife and fork are at 12 and the handles are at 6

NOTE: In the Continental style, the tines of the fork are up.



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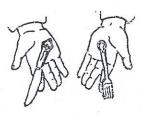
Silverware Savvy

The world was my oyster, but I used the wrong fork.

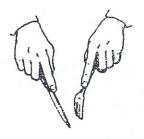
— Oscar Wilde

How to Hold the Knife and Fork

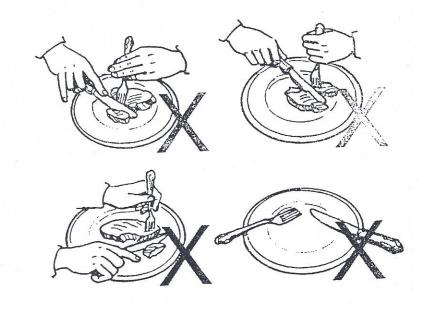
Open your hands, palms up. Place the knife and fork on the open hands, as shown in the illustration. Let half of the handle of the knife and fork rest on the palm of each hand; the remainder rests on the index fingers.

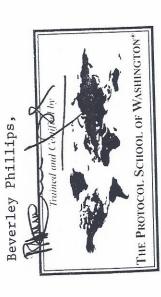


Secure the knife and fork with your thumbs and curl the rest of the fingers around the handles of the knife and fork. Turn your hands over, resting your index fingers along the handles.



Incorrect Handling of the Knife and Fork





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FUJJ — Dining Dos and Don'ts

Good manners

are made up

of petty

sacrifices.

- Emerson

The Top 12 Dining Dos

- Do try a little of everything served to you unless you know you're allergic to a certain food.
- Do avoid talking with your mouth full. Take small bites, and you'll find it's easier to answer questions or join in table talk.
- Do wait until you have swallowed the food in your mouth before you take a sip of your beverage.
- ✓ Do take a quick sip of water if a bite of food is too hot.
- Do remember solids (food) are always on your left, liquids (beverages) are on your right.
- Do leave your plate where it is when you have finished eating, with the knife and fork in the 10:20 I am finished position. Place the tips of the utensils at 10 and the handles at 4.
- Do look into, not over, the cup or glass when drinking.
- Do butter bread on the plate, never in midair.
- Do remember your posture at the table. Sit up straight, and keep your arms (including elbows) off the table.
- Do leave dropped silver on the floor. Quietly signal the wait staff to bring another piece.
- Do point out to your wait staff stones, bugs, or hair in your food, but do so in a non-combative manner. You'll get a replacement immediately.
- Do remove an object such as a bone or gristle from your mouth with your thumb and index finger and place it on the rim of your plate.

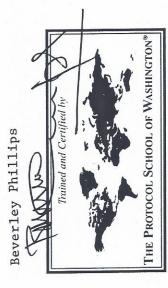
The Top 15 Dining Don'ts

- X Don't, in serving, overload the plates.
- X Don't, in eating, overload the fork.
- × Don't mop your face with your napkin.
- X Don't spread your elbows when cutting meat. Keep them close to your sides when
- X Don't saw the meat in a back and forth motion. Stroke it toward you.
- X Don't chew with your mouth open.
- X Don't smack your lips.
- X Don't touch your face or head at the table.
- X Don't tip up the glass or cup too much when drinking, but keep it at a slight angle.
- X Don't reach across the table or across another person to get something. If it's out of reach, ask the closest person to pass it to you.
- Don't pick your teeth at the table, either with a toothpick or with your fingers. If something gets caught in your teeth, excuse yourself and take care of the problem in the privacy of the restroom.
- X Don't push your plate away from you when you've finished eating.
- X Don't gesture with your knife, fork, or spoon in your hand.
 If you're not using the utensil, put it down.
- X Don't talk about your personal food likes and dislikes while eating.
- Don't eat your neighbor's bread or salad. A right-handed person reaches to the left across the dinner plate to eat salad. The bread and butter plate is placed slightly above the salad plate. (Remember, solids [foods] on the left.)

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Dining Etiquette

Basic Table Manners

- It is inappropriate to ask for a doggy bag when you are a guest. Save the doggy bag for informal dining situations.
- It is best to order foods that can be eaten with a knife and fork. Finger foods can be messy and are best left for informal dining.
- Do not order alcoholic beverages. Drinking too much when dining out is one of the most disliked behaviors.
- Do not smoke while dining out.
- Sit up straight at the table. It makes a good impression.
- When you are not eating, keep your hands on your lap or resting on the table (with wrists on the edge of the table). Elbows on the table are acceptable only between courses, not while you are eating.
- Do not season your food before you have tasted it.
- Never chew with your mouth open or make loud noises when you eat. Although it is possible to talk with a small piece of food in your mouth, do not talk with your mouth full.
- Do not slurp soup from a spoon. Spoon the soup away from you when you take it out of the bowl and sip it from the side of the spoon. If your soup is too hot to eat, let it sit until it cools; do not blow on it.
- If food gets caught between your teeth and you can't remove it with your tongue, leave the table and go to a mirror where you can remove the food from your teeth in private.
- You should not leave the table during the meal except in an emergency. If you must go to the bathroom or if you suddenly become sick, simply excuse yourself. Later you can apologize to the host by saying that you didn't feel well.
- If you need something that you cannot reach easily, politely ask the person closest to the item you need to pass it to you. For example. "After you have used them yourself, would you please pass me the salt and pepper?"
- If a piece of your silverware falls onto the floor, pick it up if you can reach it and let the server know you need a clean one. If you cannot reach it, tell the server you dropped a piece of your silverware and ask for a clean one.
- If you or someone you are dining with is lefthanded, it is best for the lefthanded person to sit at left end of the table or at the head of the table. This arrangement helps ensure that everyone has adequate elbow room to eat comfortably.
- if food spills off your plate, you may pick it up with a piece of your silverware and place it on the edge of your plate.
- Never sent a piece of bad food or tough gristle into your napkin. Remove the food from your mouth using the same utensil it went in with. Place the piece of food on the edge of your plate. If possible, cover it with some other food from your plate.

Sources: Dorothea Johnson. Letitia Baldrige. R. Parsons. Meryck Needham. Gillian Rowlands. Novia McDonald-Whyte.



How to land or lose a job over lunch

N this turbulent economy, you could lose your job and need to find a new one.

If so, you'll be in an interview process that may include lunch with the people who hire.

How can you make the best impression and land that job? By using the following advice:

Anticipate. Often, they'll ask where you prefer to eat, so visit restaurants in advance in the vicinity of the interview. Your familiarity with a restaurant will make you more comfortable and self-assured. Ideally, you or they should choose a place that is well-lit, since it's

difficult to make a favourable impression in the dark where subtle body language between people goes unseen.

Also, select a spot that's reasonably quiet, because you want the points you make to be heard rather than lost in the noise or distractions.

Watch what you say. You're being asked to lunch so they can get to know you better. In a social setting, some candidates forget they're being evaluated and reveal things they wouldn't say in an office. Don't gossip about others, disclose personal indiscretions or share complaints

about prior employers. If you want to talk about these things, meet with someone with whom you can discuss them in confidence.

In an interview lunch, you're there to convince them you're the person to hire, so stay focused as you smile, maintain eye contact and remain professional at all times.

Be sensitive to cost and time. As you scan the menu, ask your host what he or she is having so you don't order anything more costly or time-consuming. When I had a radio show, I hired a public relations person who

Turn to JOB on Page 16



Tips for the lunch interview

JOB continued from Page 15

joined me for what he was told was a light, quick dinner. This gentleman ignored my request and, despite my tight schedule, ate a multi-course meal at my expense. I promptly terminated the relationship.

Avoid messy foods. It's usually best to select something that isn't fried, barbecued, needs cracking or, like spaghetti sauce, easily could spill on you. You want them to remember the key points you make rather than to focus on your table manners or what

may have fallen onto your lap.

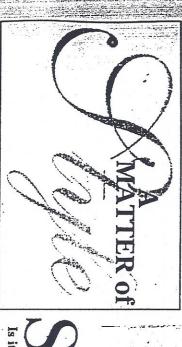
No alcohol and no smoking. If there is a commonly accepted drug that gets people to drop their inhibitions and say the wrong thing at the wrong time, it's alcohol. If your host orders a drink, have an iced tea, ginger ale or some other beverage that won't alter your judgement. With smoking, not only won't you look good doing it, but you pose health concerns, could raise insurance rates and will reduce productivity when you go outside to cater to your addiction. It's an

interview no-no.

In addition to this advice, it's crucial that you are confident. If you don't believe in you, no one else will, either.

Each of us has moments of self-doubt, so before you interview, think of your accomplishments, your abilities, integrity, work ethic and knowledge and realize that this organization would be fortunate to have you.

Give yourself the pat on the back you deserve, which will put you in the proper frame of mind to land that job. Now go get it.



O you're dining out. In most restaurants, you may have to wait to be scated, and usually there's a sign which patrons to decide what to order. says so. Once seated, the waiter will hand out menus to each person, and leave for a while to allow time for

Is it correct to order all courses, including dessert, at the same time? According to Terra Nova Hotel's food and beverage manager, Barbara Pottinger, although it is acceptable to order an entire meal at once, "it

depends on the individual. Most people don't like to do so, because they are not sure if they'll be too full to eat dessert."

A table d'hote menu

Menus

There are two types of menus: Table d'hote and A la carte.

This kind of menu lists a complete meal – appetiser, entree, dessert and a beverage – served at a stated hour and at a fixed price. Usually there is a choice of two or three dishes in each course, but the choice is limited, so don't think you can have everything listed!

The price is printed at the top of the menu.

A la carte

This menu is usually longer than a table d'hote, and it gives you a greater variety of dishes to choose from. You can have as many courses as you want, and each dish has its own price on the menu.

'Psst!', 'Hi!

call out to a waiter if you want to get his or her allention. It's a "no no" to clap, use a utensil to hit against a drinking glass, or

or a raised hand. Here, wine steward at Terra Nova, Steve Rose, serves alert enough so that you can catch his attention with eye contact, a nod According to Mrs. Barbara Pottinger, a professional waiter should be beverages to lunchtime diners.



mg soups, salad and other dainty dishes

Andrea Hoo Fung

SHISH KEBAB

GLEANER FEATURE WRITER

indeed salads should be served with, or at the end of an entree, not before, according to Emily Post's Etiquette. I did some research and found that dished out before the main meal. Well, this, I was told never. Rather, it is after the entree, but when I questioned recall that salads were usually served This practice, she believes, "has taken

cutree was being preto take it back, instead set it pared and aside until after. But keep people simentree, don't ask the waiter your salad before your If you do not wish to have accustomed to it." ply became an eyg on it and tell the waiter to leave it where it is, as you will have it

or a dinner knife may be that it disappears from this, you might find age crisp green leafy Eat your salad with a knile and fork. It is the table. alone. Either a salad vegetables with a fork very difficult to man-

MATTER OF

hold because restau-

rants wished to

keep the customer happy, while his

lift the skewer with your fork and starting with the pieces at the bottom, push the meat and vegetables off the skewer onto your Shish Kebabs are never eaten directly from the skewer. When served as a main course,

served in a cup and the fact that the cup A colleague of mine fusses about soup dle or two. You may use a spoon or, after a few spoonfuls, drink directly from the cup if clear (thin) or thick, it may be served in a cup, with one hanas if the contents were tea. should not be put to the mouth the soup is cool enough. But = : remember to remove the spoon Well, whether the soup is

with a saucer, or plate under them. Both soup cups and bowls should be served

the spoon should be left in the saucer, but in rather than the plate under it. the case of a bowl, it should be placed in it Note: After eating the soup from the cup,

OOTHPICKS

to do with toothpicks served with hors d'ocu-vres. Don't put them back on the tray, don't where they may. put them in ash trays and don't let them fall One problem everyone encounters is what

later? If you don't do

cocktail napkin until you find a garbage consmall plate for toothpicks, keep them in your tamer. If the host/hostess has not provided a

Toothpicks in other foods, such as club

sandwiches, may be removed and placed on the edge of the plate.



A wrap on things

I you have old dinner napkins don't throw them out. There may still be me life left in them.

Vrap a pot

ise an old napkin to wrap a small wer pot. You may have to fold each side, depending on the size of the pot. Keep the square shape of the napkin. Place pot in centre. Gather the napkin around the pot, shaping the four corners like petals. Secure with a strong elastiq band. Tie with ribbon in a complementary colour... make a bow.

Washable drawer liner

Shelf liners can cost a tidy penny per roll, and have to be thrown out and replaced periodically. Use instead, old dinner napkins or dish cloths to line drawers. You can take this idea even



further by buying fabric specifically for this use. They can be laundered and reused again and again...

Managing that drip!

n't just dip the spoon into the soup wl and aim directly for your lips. ip will land either on the table linen, our lap (thank God for napkins), on r necktie, shirt or blouse.

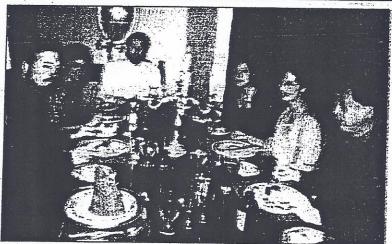
hen you dip, remove the excess soup can drip, by moving the spoon over far edge of your soup bowl, away 1 you.

uping it up

nd the soup served in tiny bowls at ls or restaurants seems to get tastiward the end. It's good manners p the bowl away from you (never up and put to your head!) so that an enjoy every last delicious drop.

rinders

efore you start eating or drinking ing remember to place your napn your lap (not at your neck!). children dine out with you, the may tuck the napkin in their col-



Diners observing the rules of etiquette while enjoying their meal.

lars. But adults are not allowed this treat.

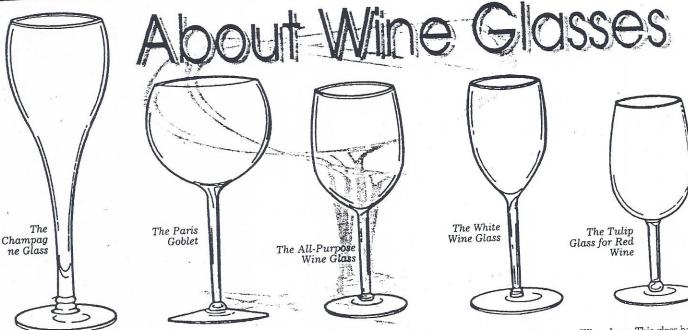
* Elbows off please! Recently a group of friends dined out and could

have made a pretty picture, except for one young lady who had both elbows and the upper part of her torso on the table! Truly a feat to perform especially when eating a dish of fruit salad! However, at the end of the meal, no one will fault you if while talking you rest an elbow carelessly against the edge of the table.

* "It's mine and I want it back!" This is what Joan said to a man who had appropriated for himself the plate meant for her rolls and butter. Remember your roll plate is to your left... people often forget this, thinking that because they are right-handed, everything meant for them is on the right.

* If you don't wish to have wine with your meal, don't cover the glass with your hands as the waiter comes around. It nicer to just turn the glass down - nim on table.

A. Hoo Fung



DORNIU

·CLASICO·

The Sparkling Wine for Special Occasions!





Il good wines taste better in thin, stemmed, crystal glasses, preferably uncut, and as simple in design as possible. The colour of the wine can be better judged when it is so served, and the wine seems to taste better in thin rather than heavy glasses.

The Champagne Glass: Of the several variations of Champagne glasses available, the elongated tulip shape is the most effective. Its clean and distinct design best allows the wine to effervesce, and its softly curved rim concentrates and maximizes the bouquet. Two other shapes are frequently seen. The coupe, with its shallow bowl and broad rim, dissipates the bubbles and the essence of Champagne itself. The flute, with its straight and flaring sides, is perhaps better suited for beer.

The Paris Goblet: This glass has proved to be ideal for full-bodied reds - the fine wines of Burgundy and Bordeaux, and their equivalent from California and around the world. A royally decreed adaptation of the tulip shape, the Paris goblet has a capacity of eight to ten and a half ounces, allowing generous portions without spillage. The extreme curve of the inward rim retains and maximizes the bouquet. The rounded bowl allows a reasonable amount of hand warmth to reach the wine and open up the rich flavor.

The All-purpose

Wineglass: This glass has a long stem, a convex top, and a standard eight- to ten-ounce capacity. A compromise between the traditional tulip glass for red wine, the Burgundy-style goblet, and the classic French white-wine glass. it is accepted as an eye-pleasing addition to any table setting.

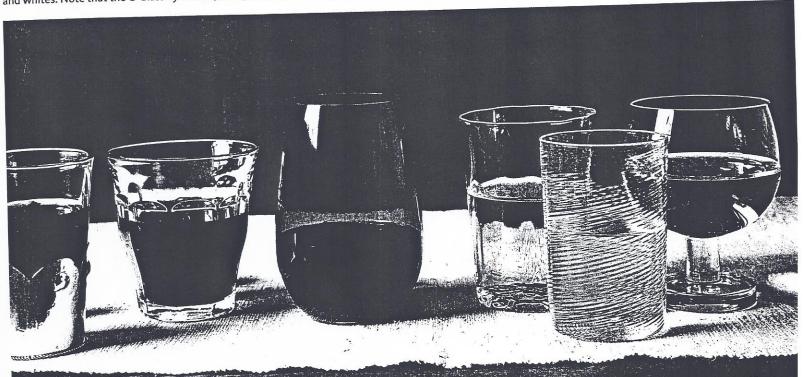
The White Wineglass: The French-designed whitewine glass has a definite style and function. Smaller than the standard red wine glass - ideally no more than eight ounces - it is a reminder that white wines, with their acidic levels. are best tasted in smaller quantities. The elongated stem makes it possible to avoid warming the wine with hand heat. The softly curving sides, resulting in a more moderate curve of the inward rim than the classic tulip or more iramatic Paris goblet, make it possible for the bouquet to concentrate effectively. As with all classic designs, the lines are simple and elegant.

The Tulip Glass for Red Wine: Because of its size eight to ten ounces is now considered standard - this traditional glass is ideal for the strong table reds of France, Italy, Spain, and America. The shape - a masterful blending of art and function - was developed by Venetian glass blowers 400 years ago, and no one has yet found a way to improve on the original design.



SEF HOFFMAN WINEGLASS po, Takashimaya) CRYSTAL WINEGLASS WITH PEWTER STEM (\$65, Match) CRYSTAL WINEGLASS (\$10, La Cafetière) CRÝSTAL BURGUNDY GLASS (\$10, La Cafetière) CRYSTAL VINUM PINOT NOIR GLASS (\$50 for a set of two, Riedel) ROSSO AMARONE GLASS (\$43.98, Bottega del Vino)

CLASSIC OR MODERN: Select traditional stemmed glasses, like the ones above, or contemporary designs, below. Susan says when choosing, "Don't be too serious. Break the rules! The wine police aren't going to arrest you." Pressed for storage space? Choose a moderately sized red-wine glass and use it for reds and whites. Note that the O Glass by Riedel (below), now available only in pink, benefits Living Beyond Breast Cancer.



VARDA GLASS 22 for a set of six, Justmorocco) BISTRO GLASS (\$1.75, Broadway Panhandler) O GLASS (\$28 for a set of two, Riedel) MURANO RIPPLE GLASS (\$80, Nicole Farhi) MURANO SPIRAL GLASS (\$80, Nicole Farhi) STEM GLASS (\$45, Takashimaya)

SHOP TALK: YOUR GUIDE TO POPULAR FOOD-FRIENDLY WINES

Chris Hinton, owner of The Wine Store in Alpharetta, Georgia, and a former NFL player with the Minnesota Vikings, maintains an inventory of about 20,000 bottles. He offers these price-conscious recommendations. (Prices for the same wine can vary.)

an	inventory of about 20	,,000 Bottles. 10 0100	Under \$10	Under \$20
	Cabernet Sauvignon (kab-er-nay saw-vee- nyon)	The most famous of the red wines, it tastes of plum and black currant. Goes well with lasagna, roast lamb, roast beef, duck and cheeses.	McManis, California	Kiona, Washington Gallo of Sonoma 2001
Ked	Merlot (mehr-loh)	Its popularity is on the rise. This medium-bodied wine has hints of plum and cherry. Goes well with roast beef, steak, lamb chops, pasta, quiche, calaman, eggs and brunch dishes.	Columbia Crest Grand Estates, Washington	Stone Gate, Napa Valley
	Zinfandel (zin-fen-del)	It learns toward flavors of plum, blackberry and cherry. Serve with beef stew, chili, pizza, burritos, burgers and French fries.	Bogle, California	Edmeades, California
	Syrah/Shiraz (she-raz)	This rich, full-bodied, spicy wine thrives in the Rhône region of France and Australia. The flavors vary from herbs to licorice and black currant. Serve with steak, venison, meat stews, meat loaf and strong cheeses.	Paringa, Australia Turning Leaf Reserve California	Mitolo Jester, Australia
9	Chardonnay (shat-don-nay)	The most popular of the white wines, the best are medium- bodied, medium-dry and high in acidity. It tastes of butter and tropical fruits. Goes well with fish, fried chicken, sushi, Mexican foods and veal in rich sauces.	Cartledge & Browne, California	Cambria, California
	Riesling (reece-ling)	Floral and fruity, delicate and subtle, this is an excellent summer wine. Goes well with Asian food, poultry and light meats, fruit and mild cheeses.	Château Ste. Michelle, Johannisberg, Washington	Château Ste. Michelle, Eroica, Washington
White	Sauvignon Blanc (saw-vee-nyon blanc)	It's crisp, high in acidity and light-bodied, with grassy flavor and aroma. Based on its sweetness, the flavors range from asparagus to raisin. Enjoy with roasted turkey, dressing, fish and shellfish, canapés, cheese, eggs and vegetarian dishes.	Sterling, California Kendall-Jackson, California	Groth, Napa Valley
	Pinot Grigio (pee-no gree jee-oh)	This darker-colored white-wine grape evolved from the pinot noir. It ranges from light to fairly full-bodied and tastes of pears and applesauce. Enjoy with white meat, spicy food, fish and especially poached pears.	Ecco Domani, Italy	Luna di Luna, Italy Luna Wine, Napa Valley
essert Sparkling	Champagne	Crisp and refreshing with soft bubbles, this classic goes with everything and ranges in price from moderate to exorbitant. Goes well with pasta or risotto, especially with cream or mushroom sauces (avoid heavy tomato-based sauces), vegetables, fish, seatood (especially lobster) and white meats,	Cristalino Cava Brut, Spain	Roederer Estate, California
	Asti	This fragrant, slightly sweet wine is lower in alcohol than most wines and is inexpensive, making it perfect for brunch. Goes well with fruit or dessert or on its own.	La Spinetta Moscato d'Asti Italy (half bottle)	Martini & Rossi, Italy
ert (Sauterne (saw-turn)	Very sweet, it's a delicious accompaniment to a savory appe- tizer or a rich dessert. Goes well with foie gras, desserts, fruit and most berry dishes. Sauternes usually are expensive.	Deinhard Beeren Auslese Germany (dessert wine)	Maison Nicholas, France
essi	Port	Made by adding brandy to fermented red wine, it tends to be very sweet and smooth with a hint of caramel, honey and dried fruit. Goes well with light desserts, dried fruits, pound	Benjamin Tawny, Australia	Noval LBV (Late Bottled Vintage), Portugal

WINE CHAT: What does it all mean?

Here are a few introductory terms for the novice and a refresher for the wine lover:

cake and fruitcake.

Acidity-the tangy, tart, crisp component in wine.

Appellation—growing region where the grapes originated. Body or bodied—texture or weight of the wine when tasted; a combination of alcohol, extract, glycerol and acid. A wine can be full-, medium- or light-bodied.

Dry—a wine without sweetness. In fully dry wine, the sugar turns into alcohol during fermentation.

Nose—wine's aroma, shaped by type of grape and processing. Tannins—astringent substances found in the seeds, skin and stems of grapes. They produce a drying sensation on the tongue, ranging from gentle to velvety to harsh.

Vintage—the year the grapes were harvested and the wine made from those grapes. ▷

11 hat makes wine



_ Micahel Forrest

A display at the Jamaica Pegasus Hotel.

by Andrea Hoo Fung Gleaner Feature Writer

he major constituents of wine are water, sugar and sloohol. But did you know that more than 400 components contribute to the flavour, aroma and colour of wine?

Classifying wine

How often have you gone out only to be asked your preference in wines. Which would you like? A chardonnay or a bordeaux... and not know what either is. Is this a white wine or red? Is it dry or sweet? Will I like a dry wine, or would sweet be more to my taste?

Many wines are named for the geographic area in which they are produced, for example Rhine, or Musselle are German wines, Danube is Austrian, and French wines include a Chablis, Gironde, Bordeaux. The drink may be classified according to:

Colour

- Red, rosé(pink), or white. "White" wines actually range from a straw colour to brown.

Taste

- Wine taste is described as sweet or dry. Sweet wines are high in sugar content. Dry wines, the opposite of sweet are not sour, but lack sweetness because they contain little or no sugar. High acidity may also contribute to the dryness.

Wines are also classfied as

- table
- sparkling
- fortified.

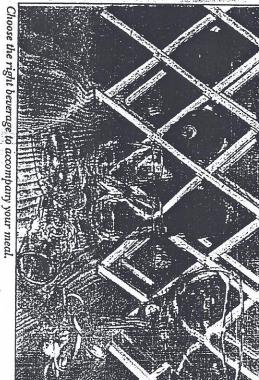
Worth knowing..

- Bouquet refers to the distinctive fragrance (aroma) of the wine.
- Vintage refers to the year in which the grapes making a particular wine were harvested.
- A Chardonnay is a dry white table wine. Table wines may be white, red or roseand have a alcoholic content of about 7-15%. Sparkling wines have about the same, and are usually white. A bordeaux is a red or white wine, or white dessert wine. Yes it is from Bordeaux, in France.
- The wine label would most likely bear the name of the area in which it was produced.

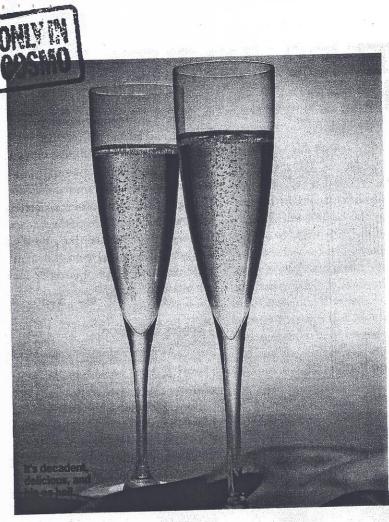
n dining and you need to choose a wine, here's a basic guide to help red wines are ususlly drunk with red meats, such as steak or lamb. te wine is usually drunk fish or with chicken. Isn't that easy to imber? And, if you're in a particularly celebratory mood, you may champagne with dessert. Although scemingly not popular, here, it is usually drunk with soup.

The interval of etiquette are somewhat more relaxed these days, and so if the interval of etiquette are somewhat more relaxed these days, and so if the interval of etiquette are somewhat more relaxed these days, and so if the interval of etiquette are somewhat more relaxed these days.

(Dry does not mean sour, but rather sugarless!). More







Our Crash Course on Champagne

Bubbly cocktails are the summer's hippest order. But then again, we've always had a thing for the sparkling libation.

By Brooke Le Poer Trench

When it comes to alcohol content, champagne hovers at 12 percent, which is generally lower than still white wines. But research published in *New Scientist*, conducted at the University of Surrey, found that wine with bubbles will actually get you drunk faster than still wine.

Bottoms Up

When it's party time, pour champagne into flutes (pictured above), as their tapered shape highlights the fizz and elevates the aromas to your nose, explains Pianet. And for bubbles with a twist, whip up some classic champagne cocktails. To sip a kir royale, drop a splash of the black currant—flavored liqueur cassis into your flute. For a Bellini, pour in 1 ounce peach puree. Alternatively, add fruit (it's making a comeback). Skip strawberries, and try raspberries or blueberries instead. Cheers!

Thampagne comes from, you guessed it, Champagne, a province in France. But can you believe, for hundreds of years, winemakers were trying to *stop* the naturally occurring fizz? You see, the cold winters there cause wine stored in vats to stop fermenting. When that wine is bottled and warms up, the fermentation starts again, creating bubbles, explains Romain Pianet, Champagne Pommery



brand ambassador. It wasn't until 1668 that a 29-year-old monk and winemaker named Dom

Pérignon decided to work with nature. Voilà! Champagne. Pérignon spent his career refining the taste of his sweet golden elixir. And we mean sweet: It was a cavity-causing dessert drink.

Woman on Top

Jump to 1814. Despite Dom's champagne campaign, the fizzy stuff fizzled in France. It took Madame Nicole-Barbe Clicquot,a36-year-oldwidowwinemaker in need of cash, to change people's minds. She secretly shipped 12,780 bottles of her finest to Russian czars, who loved her brew. Soon the rest of Europe became intrigued and champagne was a hit. But the sweetness still wasn't for everyone. So in 1874, a champagne house called Pommery developed a drier style called brut, which now accounts for 95 percent of the champagne consumed.

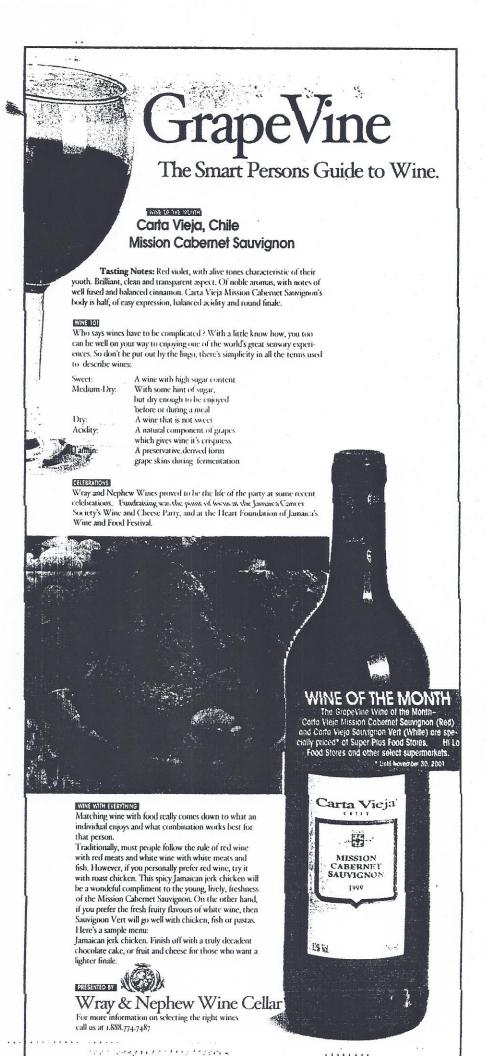
The Fizz Biz

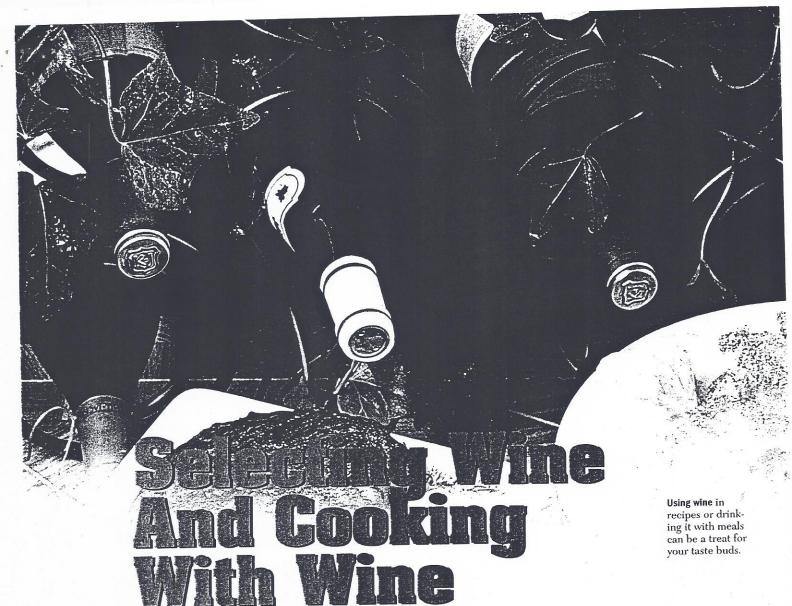
Today, bubbly is made all over the world under different names: sparkling wine, prosecco, and cava. "Technically, champagne can be made only in Champagne, France, due to its unique climate, soil, and wine-making processes," says Chris Goodhart, wine director for New York restaurants Balthazar and Pastis. Out of respect, decent sparkling wines made outside of the region don't label their products champagne. So how to tell a quality drop? "The bubbles are very fine, and the taste is a delicate balance of fruit and acidity," says Pianet.

Get Corked!

If the cork is so tight that not even your superstrong date can budge it, here's a trick: Run it under lukewarm water for a couple of minutes to loosen the bottle's grip. Pop, then pour!

SOURCE: CHARTMONE FOR DUNINGER. By ED DESCRIPTION





new and spreading craze in Black America is cooking with wine and drinking wine with meals. But although the practices can be found at all levels of society, there is widespread confusion about how to select the proper wine from the thousands of different bottles on the shelves or those available in restaurants.

In dealing with these and other problems, the first thing to do is relax and enjoy yourself. There are no hard and fast rules, and paying a lot of money for a bottle of wine does not mean that you will like it. Everyone's taste is different, and the first trick to finding the right bottle of wine for you is to learn what you like and dislike.

Try not to get caught up buying what critics and friends call "the best." Buy what you like, and experiment. The more you taste wines from good-quality vineyards from around the world, the more you will learn to distinguish between taste and aroma.

An important point to understand at the beginning

is that wine is simply the fermented juice of fresh grapes. The wine flavor changes according to the type of grapes used, the location of the vineyard, the climate, weather conditions, grape-growing methods, winemaking techniques, the aging regimen and equipment. Because of weather conditions and other factors, wine produced in certain years are considered premium wines. Some wines, red Bordeaux for example, are made from a blend of different grapes. Other wines, cabernet sauvignon for example, are made from a particular grape.

How do you determine what wine is best for you? The answer is simple. You educate your palate by tasting different wines, going from drier to sweeter and saving the full-bodied reds for the end. After the wine is poured, hold it up to the light and look at the color. If it is red, check to see if it is a deep, rich red. A deep red may mean more tanning taste. (Tanning gives red wine its mouth-puckering quality and occasionally some bitterness.) If the wine is white, check to see how clear or how yellow it is, keeping in mind



White wine can be the perfect complement to go with such dishes as spinach crepes.

the ripe fruit flavor of apple, pear, fig and apricot. Merlot is elegant and rich, with berry, plum and cherry flavor. Some merlots suggest herbs and spices, chocolate flavors, toasted oak and some tanning. cabernet sauvignon is rich and welldeveloped with currant and dark fruit, tar, tobacco, spice and cedar.

Zinfandel is ripe and robust, with sweet fruit flavor, suggesting cherry, berry, plum, peppery spice. Pinot noir is light and easy with black cherry, berry and plum fruit flavors.

Cooking with wines can add a remarkable richness to sauces, stews, soups and desserts. To prevent a raw taste, always thoroughly "reduce" (cooking the dish so that some of the liquid will evaporate) the wine during cooking. Reduce red wine by half and white wine even more. First, alcohol evaporates, then the wine becomes concentrated, leaving a wonderful essence to your finished dish. So don't worry about anyone getting tipsy when they eat a dish cooked with wine. This evaporation is an important part of the cooking process, as in the extended cooking of stews or the simmering of a sauce. Sometimes the wine is reduced on its own, as when red wine is

used to deglaze (a process by which a liquid such as stock wine, water, etc., is added to a pan after browning meat or other food to dissolve the browned bits or residue) pan juices for beef, poultry, pork etc. Some sweet wines (such as Madeira or marsala) can add a little kick to desserts. By pouring a little over fresh fruit or adding some in a trifle, the flavor can be enhanced.

Try adding different wines to some of your favorite recipes for a welcome, palate-pleasing change. And remember, when cooking with wines, you can use the less expensive brands without negatively affecting the taste.

If you are concerned about serving the right wine with the right food, don't allow those thoughts to affect you. Serve whatever you like, despite the long-

SELECTING WINE Continued

that color may mean a more complex wine.

Next, sniff the wine. What do you smell? Pineapple? Cherries? Apricot? Apple? The smell is usually an indication of how the wine tastes—if you don't like the smell, you probably won't like the wine. Next, take a sip to get rid of other tastes in your mouth. Then take a second sip to taste the true flavor. Don't swallow right away; let the wine linger on your taste buds. Since different parts of your mouth reveal different flavors, the full flavor emerges as the wine lingers in your mouth before swallowing.

The basic flavor profiles are fairly simple. Sauvignon blane, for example, has a citrus and melon taste and reminds you of lemon, lime, honeydew and green apples. Chardonnay, which is very popular, has



Wine choices can range from Chianti (left) to a tasty sangria (below). If you can't decide which wine (white or red) goes better with a certain dish, then choose whatever you like.

SELECTING WINE continued acepted rule that states you should serve white wine with poultry, fish and seafood, and red wines with beef, pork, lamb (red

If you have questions or are a bit hesitant about choosing the right wine, here are some suggestions to consider when selecting the wine for your meal.

meat), etc.

- Choose a wine that adds flavor to the dish and highlights flavors. Keep in mind that ingredients added to a dish—such as spices, peppers and sauces—may require a more or less full-bodied wine or a wine with a different group of flavors.
- Some wine may not be enjoyable if a particular food prevents you from tasting it. So try to select wine that will complement the dish, whether white or red. If you can't decide, buy what you like.

Bon appétit!

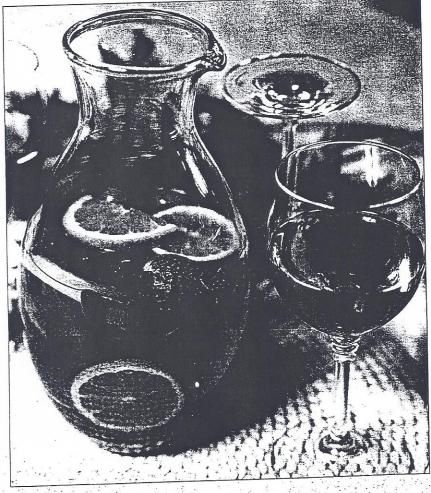


TABLE MANNERS

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GENERAL PROCEDURE

Although much depends on the formality of the dinner or lunch party you are attending, several basic tenets of civilised behaviour apply under most circumstances.

Men should not sit down until all women are seated. It is rude to sit cross-legged or to swing on your chair, and elbows on tables are still not appreciated, particularly at formal dinners. It is absolutely repellent to talk with your mouth full, and unappealing to eat noisily and messily.

If you are in a restaurant you will be served by a waiter. If you are dining in a private house with staff, you will be offered the food by a servant, but it is up to you to help yourself, using the implements provided. This is called 'butler service'. In the absence of staff, your host or hostess might bring the food round themselves, although this can be very disruptive to the sociability of an evening. Alternatively they may serve the main part of a course seated at their place and pass a plate to each guest: it is then up to the company to help themselves to vegetables and other accompaniments, and generally to keep the proceedings moving. Or guests might be asked to help themselves from a sideboard or side table, where plates and the entire course is provided. This is a fun, informal but traditional way to serve food and is particularly suitable for Sunday lunches in the country. Guests must remember not to spend time chatting at the sideboard and holding up the queue. Some hosts will bring an entire course fully 'plated' to the table. This method became very popular in the eighties, when presentation was thought very important, but is less popular now. Nowadays you are more likely to be treated to the increasingly informal 'kitchen' supper, where guests eat in that most homely of rooms and dishes are generally just plonked on the table for people to help themselves. This form of entertaining is popular because it enables busy hosts to prepare a party with the minimum of fuss and in the presence of their guests.

However you are served, it is not done to appear too greedy and to pile up your plate with heaps of food. It is also bad manners to use your own cutlery to serve yourself from platters and tureens: use the serving implements instead. Eating directly from communal serving dishes is a revolting habit and should never be done, even when everybody has been served. Picking chicken flesh from a carcass is equally unattractive. If you are hungry it is quite acceptable to take a second helping.

When to begin eating is a source of much tentative angst for guests. I have been to many parties where delicious food congeals on plates as nervous guests wait for everybody to be served. It is perfectly correct to

start eating as soon as you are served, although the sophisticated guest will always hover a few moments before tucking in. Condiments should be used sparingly. Salt is always placed on the side of the plate and never sprinkled

directly on to food.

When eating, it is bad manners to hoover up your food. Take a little at a time and place your knife and fork across each other like swords to indicate you have not finished. The rest of the time you should be conversing with other guests. The form is to take your cue from your hostess and usually means women devoting the first course to the person on their left, the second to whoever is sitting on their right, and then to play it by ear after that. It is bad manners to monopolise one person, no matter how fascinating, and to ignore another because they are boring. Also, when talking in groups larger than one to one, it is rude and thoughtless to spend any length of time discussing somebody who is unknown to the other parties, unless the conversation can be made relevant to all listening. It is also not generally appreciated, if a gathering is having a general discussion, for two people suddenly to start engaging in their own separate private conversation.

It used to be vulgar to discuss the food. Nowadays it is quite acceptable to make appreciative remarks, particularly as the host will probably have cooked it himself. Other traditionally taboo topics - such as politics, religion, illness, servants and sex - are nowadays increasingly acceptable and have become positive conversational staples of the modern dinner party. However, it would be a mistake to believe they have not been replaced by new taboos. This includes the ever-burgeoning 'isms', such as racism and sexism, many of which are now deeply offensive to others. It also remains true that although conversation is an art, attempts to turn the dining table into a debating society are unwelcome, and thus very conten-

tious topics are best avoided in most company.

When you have finished eating, place your knife, fork or spoon in a . Eating from a knife is six-thirty position on the plate.

excessively bad manners. If the knife was a symbol of our primitive eating habits, then the fork can be seen as a sign of our ever-developing civilisation. Introduced into general use during the seventeenth century, it is used in conjunction with the knife and spoon, as well as on its own. When used with a knife or spoon, the fork should be held in the palm of the left hand with the prongs pointing downwards. If used on its own, e.g. for a first course, it is held in the right hand, resting on the third finger and held steady by the thumb and index

finger. The spoon is held by the right hand, supported by the third finger and

secured by the thumb and index. Remember, always, whether consuming soup or pudding, eat from the side of the spoon and never torpedo-like from

the end of the implement.

HOW TO EAT SPECIFIC FOODS

People often get themselves worked up about eating unfamiliar foods. This dinner table anguish is really unnecessary, as the old advice still applies: if in doubt simply wait until other members of the party start eating and copy them. In the meantime here are the basics.

Soup

Soup is eaten with a special round soup spoon, although some very old-fashioned rural houses still use a serving spoon. When eating soup (note that soup is always eaten and never drunk), the spoon is pushed away from you and then tipped not sucked into the mouth. It is perfectly acceptable to tip the soup bowl forwards to scoop up the last few drops. It is, however, unacceptable to turn the dish towards you. The exception to this is in the case of consommé (a clear soup that goes in and out of fashion, and is currently rather 'in'), which is usually served in a special dish with handles and can be drunk directly from the dish.

Bread Rolls

Bread rolls are eaten with the left hand, and are always broken into bite-sized pieces and eaten individually. It is vulgar to bite into bread. If butter is used, a small pat is taken from a butter dish and placed on the edge of a side plate, and each piece is buttered individually.

First Courses

The first course - the word 'starter' is somewhat vulgar - is generally eaten with the fork alone, unless it comprises awkwardly sized things such as large prawns or giant oak-leaf lettuce leaves. Thoughtful hosts and restaurateurs avoid offering dishes that are gastronomical obstacle courses.

Eggs

Quails' - and more rarely gulls' and plovers' - eggs are served hard-boiled, often in their shells. Peel each egg with your hands and roll it in the condiment provided, usually celery salt, then eat singly with the left hand.

Salads

These are generally eaten with a fork alone and not cut with a knife. This custom dates back to early times, when poison was sometimes injected into the veins of lettuce, and to cut into your leaves would have suggested that you harboured sinister suspicions about your host.

When helping yourself to cheese, it is important to remember that a cheese must be left as near as possible to the state you found it in, as it has to serve everybody. Remember with a round cheese to cut out a segment, and when attacking a triangular piece to cut a lengthwise slice, not across the edge or tip. A whole Stilton is different and is scooped out with a spoon or wedged. The accompanying crackers or biscuits must be eaten as bread rolls, i.e. small pieces are broken off and buttered individually before being consumed with a morsel of cheese. Whether you eat the rind is purely a matter of taste.

These are eaten with a knife and fork. The knife is held in the right hand and used to cut up the food and push a small selection on to the fork for eating. The fork is held in the left hand with prongs down. On some occasions, for instance when eating nursery food such as shepherd's, cottage or fish pie, the fork is used alone. It is quite wrong in Britain to adopt the American method of first cutting up the food with a knife and then eating it with a fork alone. The use of the hands to pick up small bones to eat inaccessible bits of chops and game birds is theoretically acceptable, but is best avoided in public. When eating game you might also discover an errant piece of shot lurking in the flesh. This is removed by spitting it out into a cupped left hand and depositing it on the side of the plate.

6

Fish

At one time fish was correctly eaten with two forks. Now knives and forks are the accepted implements. Fish can be eaten either off or on the bone. The former is unlikely to cause any problems, while the latter reduces the inept to a considerable amount of messy spluttering. When eating fish on the bone, it is smarter to fillet it as you go, by cutting along the backbone and lifting each mouthful individually from the bone. The top side, starting at the head end, is eaten first, then flesh from underneath the skeleton. On no account must the backbone, or indeed the fish, be turned over. Stray fishbones are spat discreetly into the left fist and placed on the side of your plate, and not, except in a life-threatening emergency, extricated with the fingers.

Peas

Peas, such simple little things, cause all manner of problems. The most correct way to consume them remains to squash them on to the top of the fork, although more people appear to be adopting the American custom of turning the fork over and pushing a quantity of peas on to the inside of the fork with the knife. However, I find this looks clumsy and requires a not very friendly pointing of the elbow to anyone sitting on the left hand of the eater.

Is eaten with a fork alone; not with a spoon and never with a knife. Spaghetti, although messy to eat, is easy to deal with once the basic technique is mastered. Place the fork vertically on the plate and twizzle around a small quantity of pasta, pulling it towards the side of the plate, and perfect bite-sized bundles will form.

Sorbet

Sorbet is usually served in a small chilled glass to cleanse the palate between courses. Eat it with a small spoon.

FIGS

Figs are eaten by first cutting the fruit downward into four sections. Turn down the quarters to form a flower. Cut each 'petal' loose, bring to the mouth with both hands and eat the delicious pink flesh. Discarded skins are left neatly on the side of the plate. Alternatively you can use a knife and fork, if provided.

PINEAPPLE

It is rare that you will have to cope with a whole uncut pineapple at the table. Should the occasion arise, cut yourself a *horizontal* slice. Remove the skin and woody centre, and eat with a knife and fork.

MANGOES

Very tricky. Mangoes require the dexterity of a small-time conjuror to eat elegantly from scratch. Firstly, slice off an oval-shaped chunk/thick slice of fruit with skin. Secondly, slice down the cut piece in a grid pattern. Thirdly, turn back the skin on itself. This forces the flesh to push up into easy-to-eat cubes. Use either a knife or fork and spoon to eat the flesh. Repeat procedure until only the stone remains.

PAPAYAS

Also called paw-paws, these are sliced in half lengthways and eaten like an avocado with a spoon and fork.

Other Tricky Things

CORN ON THE COB

Surely one of the messiest of dishes, corn on the cob is held either with special prongs or by the hands at each end and then brought to the mouth and the corn gradually chewed off. Beware: stray bits of corn will probably become stuck in the teeth and will need to be discreetly removed.

SNAILS

These are eaten directly from their shells, which are secured by the left hand with tongs while the right hand extracts the snail with a special implement.

CHOPSTICKS

Japanese, Chinese and other Oriental food is now so popular that you are just as likely to be confronted with chopsticks in a private house as in a

restaurant. Rest one chopstick on the side of the right hand between the thumb and third finger. Lay the second chopstick parallel with the first, and gripping it with thumb and forefinger use a pincer-type movement to lift food from plate to mouth. The process can be reversed for left-handers. When not being used, chopsticks are placed by the right-hand side of the plate, usually on special rests. When eating sushi, remember that they are usually eaten by hand, not with chopsticks, and that the fish part alone (not the rice) is dipped into the soy sauce.

OTHER NON-EUROPEAN STYLES

There has also been a huge increase in the popularity of Islamic and Indian cuisine, which often requires food to be eaten with bread or lettuce leaves — or even the fingers. In these cases the food is scooped up and brought to the mouth. One word of warning: always use the right hand, not the left. The left hand should never touch food or mouth directly.