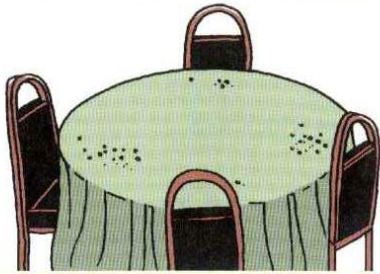
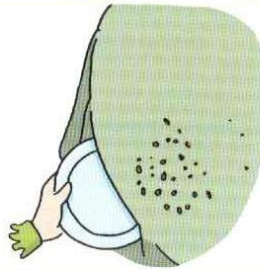


Setting the Table



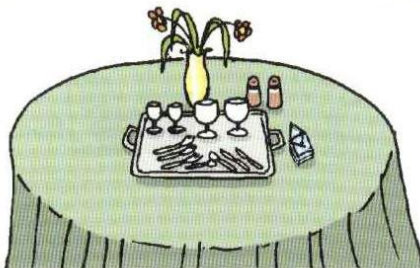
There were some crumbs on the tablecloth.



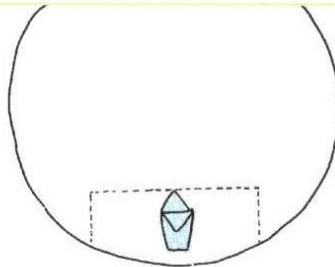
Mary held a service plate just under the edge of the table...



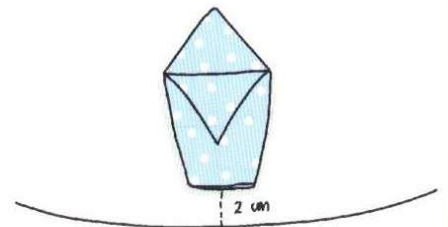
...and with a folded napkin, she brushed the crumbs off the table onto the plate.



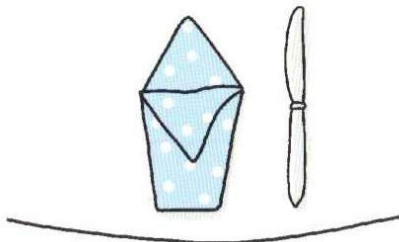
She then put the glasses, flatware, china, and other items she needed in the middle of the table.



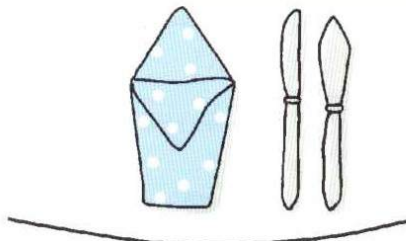
First, Mary placed a napkin in the middle of the place setting...



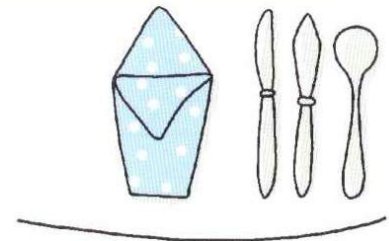
...about 2 cm from the bottom edge of the table.



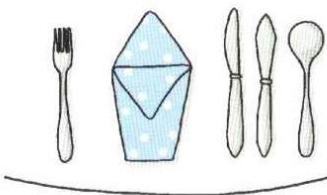
Then she placed the table knife on the right, 4 cm from the napkin.



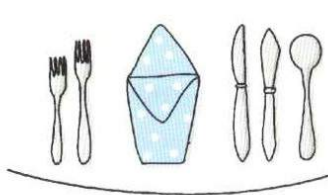
She put a fish knife next to the table knife.



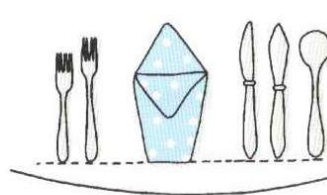
She positioned a soup spoon next to the fish knife.



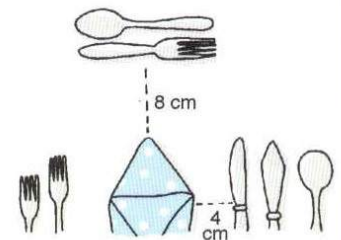
She set a table fork down 4 cm to the left of the napkin...



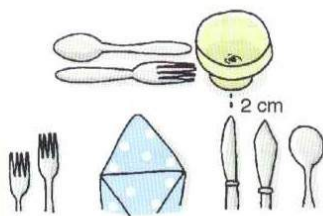
...and placed a fish fork on the outer side of it.



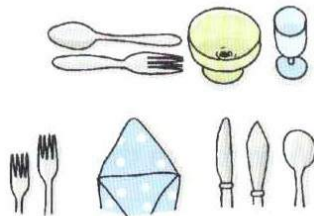
Mary made sure that all the flatware was in line with the napkin.



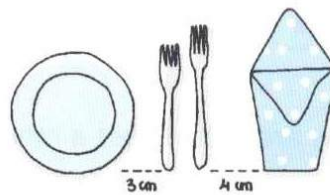
She placed a dessert spoon and fork about 8 cm above the napkin.



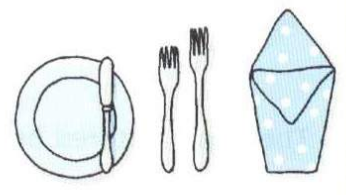
She positioned a water goblet about 2 cm above the tip of the table knife.



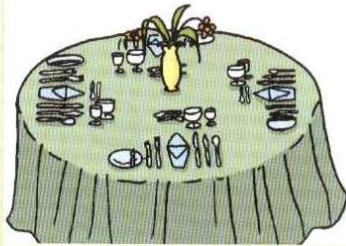
Then she placed a wine glass on the right of the water goblet.



Next, Mary put a side plate on the left, about 3 cm from the fish fork.



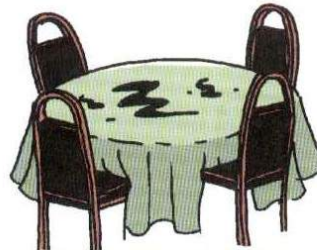
She placed a butter knife on the right side of the side plate.



She then arranged a small vase of flowers in the centre of the table.



Finally, Mary put an ashtray and the pepper and salt shakers in the middle of the table.



The tablecloth on the next table was soiled...



...so Mary changed it and put a fresh, clean cloth on the table before setting it.

Special Purpose Cutlery

- *oyster fork/steak knife* – these items are brought to the table only if the guest orders oysters or steak
- *fish knife and fork/soup spoon* – these items are removed from the place setting if the guests do **not** order fish or soup

Place Setting

NB: Some items in the place setting may be set in a slightly different position from the above description.

Key Vocabulary

VERBS

arrange
brush
hold
place
position
set
set down

NOUNS

ashtray
butter knife
china
crumb
dessert spoon
edge
fish fork
fish knife

flatware

goblet
napkin
serviette
shakers
side plate
silverware
soup spoon
table fork
table knife
tablecloth
tip
vase

OTHERS

bottom
centre
folded

fresh

in line with
left
middle
outer
right
soiled
under

For Special Attention

- *setting the table* = arranging cutlery etc. on a table so that it is ready for use
- *set down* = put something in the correct place
- *china* [US] = another name for crockery [cups, plates etc.]
- *flatware* [US] = another name for cutlery. Also called *silverware* [US].
- *crumbs* = small bits of dry food
- *in line with...* = in a straight line with something
- *butter knife* = a short, blunt knife used to spread butter on bread
- *table knife and fork* = the knife and fork used when eating food other than fish or steak
- *fish knife and fork* = the special cutlery used for eating fish
- *steak knife* = a sharp knife with a serrated edge which cuts meat more easily
- *dessert spoon and fork* = the spoon and fork used for eating most desserts
- *soiled* = dirty or stained
- *oyster fork* = a small fork used for picking the oyster out of its shell
- *goblet* = a drinking glass with a stem and a base
- *napkin* = also called a *serviette* [UK]



UNIT 15 Exercises

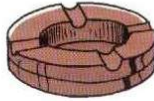
1. The items pictured below are used to set a table. Write down their names in the spaces provided.



1. _____



2. _____



3. _____



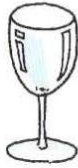
4. _____



5. _____



6. _____



7. _____



8. _____



9. _____



10. _____

2. Set this table for two! Draw the above items in their correct positions on the table below. Include side plates and butter knives.

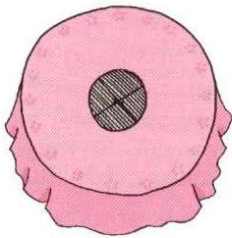


3. Discuss with your trainer:

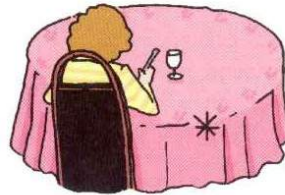
- (a) the possible differences in position for some of the items in a place setting e.g. glasses
- (b) the shape and size of other special purpose flatware, e.g. fruit knife and fork, snail fork etc.

4. Use one of the words in the box to describe each position marked on the pictures below. Do not use the same word more than once.

right in line with top outer above
 middle under centre bottom



1. the _____ of the table



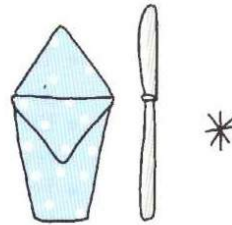
2. on the _____ of the guest



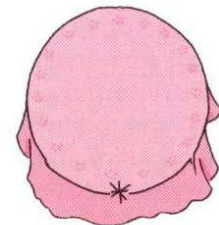
3. _____ the chair



4. the _____ edge of the table



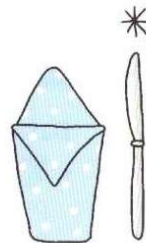
5. the _____ side of the table knife



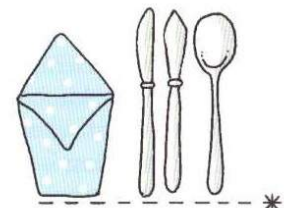
6. the _____ edge of the table



7. the _____ of the table



8. _____ the tip of the knife



9. _____ the napkin

5. Match the words in column A with their meanings in column B.

A

1. soiled..... []
2. silverware..... []
3. china..... []
4. goblet..... []
5. serviette..... []
6. crumbs..... []
7. arrange..... []
8. tip..... []

B

- a. crockery
- b. glass
- c. very small bits of food
- d. put into place
- e. the top end of something
- f. stained or dirty
- g. cutlery
- h. napkin