



## Top Ten Business Dining Etiquette Tips

1. Arrive on time.
2. Introduce yourself to the people seated to either side of you and near you.
3. While, technically, you may order anything from the menu, avoid expensive outliers or market price items unless your host suggests them.
4. Don't drink at all or limit yourself to one alcoholic beverage.
5. Wait until your host has asked you to start eating or until the host starts eating.
6. Chew with your mouth closed and swallow before you speak.
7. Engage those around you in conversation. Be a good listener, and don't dominate the conversation.
8. Wait for your host to bring up business matters. It is up to him or her to discuss business.
9. Never use or check your smartphone while at the table. Your companions should have your undivided attention the entire time.
10. Thank your host twice: Once at the end of the meal, and then send a handwritten thank-you note the next day. If the meal was very casual, an email would be fine.

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