

NSS Enriching Knowledge for the Tourism and
Hospitality Studies Curriculum Series: (2) Compulsory
Part II: Introduction to Hospitality – Workshop on Food
and Beverage Service Principles

Speakers:

Lecturers of the Department of Hotel,
Services and Tourism Studies, Institute of
Vocational Education (Chai Wan Campus)

Objectives:

The workshop aims at helping teachers to understand food and beverage service principles such as menu planning, food production, and food & beverage service.

This curriculum support resource material is prepared for the learning and teaching of Tourism and Hospitality Studies.

The usage of this material is restricted to classroom learning and teaching for schools offering Tourism and Hospitality Studies.

Menu Planning



菜單籌劃與設計

Overview:

definition
function
type
feature

Planning:

principle
process
content

Menu card design :

design
word
paper
layout
page
arrangement
colour



Selection of Breads

~ ~ ~ ~ ~
Appetiser
Caesar Salad

~ ~ ~ ~ ~
Soup
Consommé Julienne with Cheese Straw

~ ~ ~ ~ ~
Fish Course
Grilled Prawns with Spicy Butter
on a Bed of Squid Ink Pasta

~ ~ ~ ~ ~
Sherbet
Lime Sherbet

~ ~ ~ ~ ~
Main Course
Pan Fried Minute Steaks
Deep Fried Potatoes Wedges
Seasonal Vegetables

~ ~ ~ ~ ~
Dessert
Freshly Baked Lemon Tart

~ ~ ~ ~ ~
Coffee or Tea

~ ~ ~ ~ ~
Petite Fours

ingredient

colour

word

texture

taste

sauce

garnish

food
value

Selection of Breads

~ ~ ~ ~ ~
Appetiser

Caesar Salad

~ ~ ~ ~ ~
Soup

Consommé Julienne with Cheese Straw

~ ~ ~ ~ ~
Fish Course

Grilled Prawns with Spicy Butter
on a Bed of Squid Ink Pasta

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Sherbet

Lime Sherbet

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Main Course

Pan Fried Minute Steaks
Deep Fried Potato Wedges
Seasonal Vegetables

~ ~ ~ ~ ~
Dessert

Freshly Baked Lemon Tart

~ ~ ~ ~ ~
Coffee or Tea

~ ~ ~ ~ ~
Petite Fours

Dining Etiquette

- ❖ Basic Table Setup
- ❖ Basic Table Manner
- ❖ The Use of Dining Utensils
- ❖ Rest and Finished Positions
- ❖ Specific Food Type Etiquette Guide



Dining Etiquette







Salt and Pepper Shakers

Flower Vase

Water Goblet

Red Wine Glass

White Wine Glass

Bread Basket

Butter Dish

Dessert Spoon

Dessert Fork

Side Plate

Show Plate and/or Napkin

Butter Knife

Appetizer Fork

Dinner Fork

Dinner Knife

Soup Spoon

Appetizer Knife

Basic Table Manner (1)

- ❖ Turn off your cell phone or switch it to silent or vibrate mode before sitting down to eat, and leave it in your pocket or purse
- ❖ It is impolite to answer a phone during dining
- ❖ If you must make or take a call, excuse yourself from the table and step outside of the restaurant

Basic Table Manner (2)

- ❖ Unfold your napkin and place it on your lap
- ❖ When you are finished, place it loosely on the table, not on the plate
- ❖ Keep elbows off the table
- ❖ Keep your left hand in your lap unless you are using it

Basic Table Manner (3)

- ❖ Don't touch napkin or utensil that have dropped on the floor
- ❖ Then, simply and politely ask your server to clean up and to bring you a replacement
- ❖ If you're hosting dinner, don't serve yourself first
- ❖ Wait until everyone at the table has been served before beginning to eat

The Use of Dining Utensils

- ❖ Pick up silverware from the outside in – toward your plate
- ❖ Spoon and Fish knife – hold like a pencil
- ❖ Knife – index finger is place on the joint between handle of the knife and blade of the knife
- ❖ Solids to the left – Liquids to the right
 - ☞ “b”read and “d”rink (B & D rule)
- ❖ Never reach across the table for something, always ask for it to be passed
- ❖ Salt and pepper are always passed together

Rest and Finished Positions (1)

- ❖ The fork would be on the left and the knife on the right, this is called the “rest” position
- ❖ After finishing a course, the fork and knife should be placed horizontally across the center of the plate with the handles facing right and the knife blade facing the diner
 - ⌘ Sharp side of knife inward, at the 4:00/10:00 position

Rest and Finished Positions (2)

- ❖ Once the utensils used, must not touch the table again
- ❖ Always rest forks, knives, and spoons on the side of your plate or in the bowl
- ❖ Leave plates and glasses where they are, don't push it away



Specific Food Type Etiquette Guide



Bread and Appetizer

❖ Bread

❧ Break your bread into bite size pieces and butter it, as you are ready to eat it

❧ Eat rolls by tearing off bite size pieces and buttering only one piece at a time

❖ Appetizer

❧ Cut your salad if the leaves are too large

Soup

- ❖ Dip the spoon into the soup, moving it away from the body, until it is about two-thirds full, then sip the liquid from the side of the spoon
 - ☞ Without inserting the whole bowl of the spoon into the mouth
- ❖ It is perfectly fine to tilt the bowl slightly to get the last spoonful or two of soup
- ❖ To eat bread while eating your soup, don't hold the bread in one hand and your soup spoon in the other
- ❖ When ready to eat a bite of your bread, place the spoon on the under plate, then use the same hand to take the bread to your mouth

Third Course (Pasta)

❖ Prawn

- ❧ If large shrimp are served on a platter with sauce and no fork, pick up with your fingers, dip into sauce and put to your mouth
- ❧ When eating shrimp with the tail still on, hold the shrimp by the tail and dip it into the sauce
- ❧ Eat it in one bite if it is not too large, otherwise, eat it in two bites

❖ Pasta

- ❧ Spaghetti is twirled on the fork with the help of a spoon to steady it and keep the spaghetti on the fork
- ❧ A knife is not used and pasta is generally not cut, unless it is large such as Lasagna
- ❧ It is perfectly acceptable to use a bit of bread and go after the last remnants of the sauce on the plate

Sherbet

- ❖ Refresh your palate
- ❖ Tea spoon should be placed on the saucer

Main (Entrée)

- ❖ Meat should always be cut with a fork and knife
- ❖ Cut your entrée one bite at a time but not cut your entrée all at once
- ❖ Place the condiment on the edge of your plate and dip your food into it but do not smear it with condiments
- ❖ When finished, do place your fork upside down on your plate along with your dinner knife at 4:00
- ❖ Do not push your dishes away from you or stack them for the waiter when you are finished

Dessert and Coffee / Tea

- ❖ Dessert should be eaten with a fork and/or spoon
- ❖ Coffee → brown sugar, coffee cream
- ❖ Tea → white sugar, fresh milk
- ❖ Ask for sugar and milk to be passed
- ❖ Tea spoon should be placed on the saucer



~ THANK YOU ~