Knowing how to set a table and which utensil to use for what can prevent you from being embarrassed when you eat at a friend’s house, attend a banquet, or eat in a nice restaurant with your family.

- For a casual meal, the fork is placed to the left of the plate, and the knife and spoon on the right.

- A more formal meal may have multiple forks. Use the fork furthest to the left for the first course, then work your way in towards the plate. Sometimes, there will be a fork placed horizontally above the plate and it is used for dessert.

- The napkin can be placed underneath the fork, to the left of the fork, on the plate, or in your glass. Once you sit down at the table, place your napkin in your lap. If you need to be excused during the meal, then leave your napkin in your chair. When you are finished with your meal, loosely fold your napkin and place it to the left of your plate.

- Your glass should be placed above your fork and spoon. If you have more than one glass, then the smaller one is used for water and the larger one for tea, soda, or milk.

- Your bread plate is to the left, above your fork. If the person on your left accidentally uses your bread plate, then just use your dinner plate for your bread. It is bad manners to point out someone else’s mistake.

- Don’t sit down until the host or hostess does. When you sit down, you should enter from the chair’s right. If everyone enters the same way, no one will bump into each other.