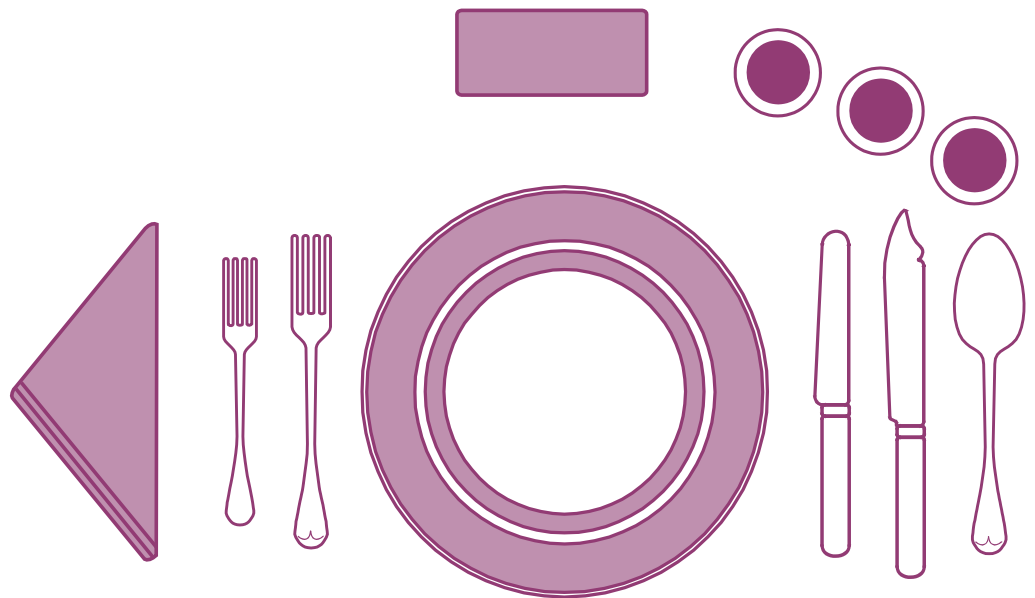


SHORT COURSE

For

Papua New Guinea Non-Formal Sector



DEPARTMENT FOR
COMMUNITY DEVELOPMENT



DEPARTMENT OF EDUCATION



ASIAN DEVELOPMENT BANK

PNG EMPLOYMENT
ORIENTED SKILLS
DEVELOPMENT PROJECT



SKILLS TRAINING
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RESTAURANT SERVICE

Table Setting

TH025i

RATIONALE

This short course was developed as a resource material for the trainer. The course developed is to assist small guest house operators in the rural areas or in the community and aims to provide opportunities for participants to acquire relevant knowledge and skills in table presentation and to be able to apply the skills in set-up of guest houses.

The development of this short course was sponsored by the ADB-PNG EMPLOYMENT ORIENTED SKILLS DEVELOPMENT PROJECT (EOSDP) and produced by curriculum officers at the SKILLS TRAINING RESOURCES UNIT (STRU)

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COURSE OUTLINE: Table setting

Program: **TOURISM AND HOSPITALITY**
Course: **RESTAURANT SERVICE**
Module code: **TH025i**
Module name: **Table Setting**

Module 1:
Table setting

Module 2:
Napkin fold



COMPETENCY PROFILE: Table setting

Duty	Task		
A. Table setting	A1. Identify equipment and items	A2. Set up a buffet meal table setting	A3. Set up a four course formal meal table setting
	A4. Set up a informal table setting	A5. Set up a casual table setting	
B. Napkin fold	B1. Identify equipment and materials to use	B2. Double storm sail fold	B3. Flag fold
	B4. Candle fold	B5. Cockle shell fold	B6. Standing fan fold

CURRICULUM GUIDE

Program:	TOURISM AND HOSPITALITY
Course:	RESTAURANT SERVICE
Module code:	TH025i
Module name:	Table Setting
Nominal duration	The module will take approximately 3 hours to be completed.
Module Purpose:	The purpose of the module is to impart and equip participants with essential skills and knowledge in table setting.
Prerequisites:	There are no pre-requisite to this module.
Content:	A1. Equipment and items A2. The buffet meal set up A3. The four course formal meal set up A4. The informal meal set up A5. The casual meal set up
Suggested delivery method:	The short course will be delivered in a practical, hands-on manner. 1. Explanation (what we will do) 5% 2. Demonstration (how we will do it) 15% 3. Implementation (now you do it) 70% 4. Evaluation (how good did we do it) 10%
Instructor:	The trainer preferred will be a certified trainer from the catering industry.
Assessment condition:	In a proper kitchen set area for training; <ul style="list-style-type: none">• tables• chair• proper ventilation
Evaluation:	The participant will be evaluated from the completed fold.
Reference:	Winn-Dixie Stores, Inc., 5050 Edgewood Court, Jacksonville, FL 32254



Overview of Learning Outcomes

By successfully completion of the module the participants will be able to identify items to use in table setting and demonstrate all four types of table setting:

- A1. Equipment and items
- A2. The buffet meal set up
- A3. The four course formal meal set up
- A4. The informal meal set up
- A5. The casual meal set up

APPENDIX 1: Training and Assessment Guide

Task A1: **Equipment and items.**

Suggested minimum instructional time: **30 minutes**

Learning outcome A1.1:

- Identify equipment and items to use.

Teaching strategy:

- 1.1 Identify equipment and items to use.
- 1.2 Explain use of each equipment and items.

Assessment condition:

In a classroom situation or a training hall where all participants are provided with a;

- Napkins
- Table condiments
- Table cloth
- Chair
- Utensils
- Training notes

Assessment criteria:

The trainee has;

- 1.1.1 Listed equipment and items to use.
- 1.2.2 Outlined use of each equipment and items.

Assessment method:

- Checklist
- Observation,
- Practical demonstration

APPENDIX 2: Training and Assessment Guide

Task A2: **Buffet meal table set up.**

Suggested minimum instructional time: **30 minutes**

Learning outcome A2.1:

- Set up a buffet meal setting.

Teaching Strategy:

Learning activities for the trainee must include the instructor to;

- 2.1 Identify the type of table setting.
- 2.2 Explain and demonstrated buffet meal setting.

Assessment condition:

In a classroom situation or a training hall where all participants are provided with a;

- Napkins
- Table condiments
- Table cloth
- Utensils
- Training notes

Assessment criteria:

The trainee has;

- 2.1.1 Outlined the type of table setting:
 - a. Buffet meal setting.
- 2.2.2 Demonstrated setting buffet meal table setting.

Assessment method:

- Checklist
- Observation
- Practical demonstration

APPENDIX 3: Training and Assessment Guide

Task A3: **Four course formal meal table set up.**

Suggested minimum instructional time: **30 minutes**

Learning outcome A3.1:

- Set up a four course formal meal table setting.

Teaching Strategy:

Learning activities for the trainee must include the instructor to;

- 3.1 Identify the type of table setting.
- 3.2 Explain and demonstrated the four course formal meal setting.

Assessment condition:

In a classroom situation or a training hall where all participants are provided with a;

- Napkins
- Table condiments
- Table cloth
- Utensils
- Training notes

Assessment criteria:

The trainee has;

- 3.1.1 Outlined the type of table setting.
 - a. Four course formal meal table setting.
- 3.2.2 Demonstrated setting the four course formal meal table setting.

Assessment method:

- Checklist
- Observation
- Practical demonstration

APPENDIX 4: Training and Assessment Guide

Task A4: Informal meal table set up.

Suggested minimum instructional time: **30 minutes**

Learning outcome A4.1:

- Set up a informal meal table setting.

Teaching Strategy:

Learning activities for the trainee must include the instructor to;

- 4.1 Identify the type of meal setting.
- 4.2 Explain and demonstrated the informal meal setting set up.

Assessment condition:

In a classroom situation or a training hall where all participants are provided with a;

- Napkins
- Table condiments
- Table cloth
- Utensils
- Training notes

Assessment criteria:

The trainee has;

- 4.1.1 Outlined the type of table setting:
 - a. Informal meal table setting.
- 4.2.2 Demonstrated informal meal table setting.

Assessment method:

- Checklist
 - Observation
 - Practical demonstration
-

APPENDIX 5: Training and Assessment Guide

Task A5: Casual meal table set up.

Suggested minimum instructional time: **30 minutes**

Learning outcome A5:1

- Set up a casual meal table setting.

Teaching Strategy:

Learning activities for the trainee must include the instructor to;

- 5.1 Identify the type of meal table setting.
- 5.2 Explain and demonstrated casual meal table setting.

Assessment condition:

In a classroom situation or a training hall where all participants are provided with a;

- Napkins
- Table condiments
- Table cloth
- Utensils
- Training notes

Assessment criteria:

The trainee has;

- 5.1.1 Outline the type of meal table setting:
 - a. casual meal table setting.
- 5.2.2 Demonstrated casual meal table setting.

Assessment method:

- Checklist
 - Observation
 - Practical demonstration
-



APPENDIX 6

INTRODUCTION

There is no single correct way to set a table, so do what is functional for your serving needs of setting a table and pleasing to your eye. Most of us are familiar with casual and informal settings. These allow us the flexibility to mix and match dinnerware patterns, flatware and glassware.

Formal settings are more rigid, with a symmetrical balance. Appetizers, soups and salads are set in place on top of a show plate (service plate) that remains until it is replaced by the main entree dinner plate. Napkins are never placed on the service plate, but are traditionally placed to the left.

TRAINING NOTES

A1: Equipment and items

TABLE SETTINGS

Setting a nice table for a dining occasion can be as formal or informal as you wish to make it. There are a few things that should be taken into consideration when you plan a table setting.

1. Will I be setting a formal or informal dining table?
2. Do I have all of the appropriate silver or flatware and dishes to accommodate the type of table setting I desire?
3. What kind of centerpiece will I be using?
4. What kind of candles will I be using?
5. What kind of linens will I be using?

Formal or Informal

A true formal dinner will require several types of dishes and silverware. Chargers may or may not be used. Several courses of small amounts each will be served and removed along with several wines. Unless you plan to be bouncing up and down during the dinner, you will need to have serving people and additional help in the kitchen to do last minute cooking and serving of the food for each course. The help needs to be schooled in formal entertaining.

China and Silverware

Decide on a menu and then do an inventory of your china and silverware. Do you have all of the appropriate pieces? If not, you may either decide to change the menu or purchase additional pieces to accommodate the menu of choice. If you have determined a date, begin by making certain you have made arrangements to have the additional help you will need for kitchen and serving. A catering service might be the answer to all of your needs. They will prepare the meal, set the table and serve the meal. In many cases they even clean up after the meal. Sometimes they even provide some serving pieces, but usually it is up to the hostess to provide china and silverware.

The Table Centerpiece

This can be flowers, a piece of sculpture, a bowl with floating candles, fall leaves or spring vines, arrangements of fruits, vegetables or both. Just keep it low so that a tall floral arrangement doesn't prohibit conversation across the table.

Candles for the Table

Keep it simple because as the flowers can block the view of the person across the table, so can the candles if you use a large candelabra. There are so many beautiful candles that you can do wonders. A small cluster of round or square candles next to the centerpiece would be very nice. An individual candle in front of each diner would also give some indirect light.

Table Linens

If your dining table is wood finish, you must protect it with table pads made for the size of your table. If that is the case, you will be using a full tablecloth to cover the table pads. For a formal dinner, white is usually used, but for special events you certainly can use pastels or subtle patterned cloths. If the event is less formal or is a breakfast or luncheon, bring in color to compliment your dishes and silverware. You can even tailor the mats or tablecloth, dishes, flatware and glassware to the type of cuisine you are serving. For instance, if the dinner is to be a meal of Asian cuisine, you might want to have a plain tablecloth with bamboo mats, silverware with bamboo handles, dishes and glassware with an Oriental flavor. Napkins should also complement the décor.

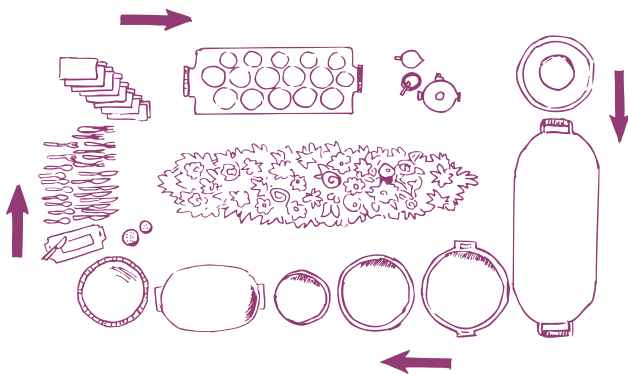
INSTRUCTIONAL NOTES

A2: Buffet meal table set-up

SETTING THE TABLE

In these module samples of table setting will be displayed a buffet setup, casual, formal and informal settings, along with appropriate meal courses.

Simple Buffet Setup



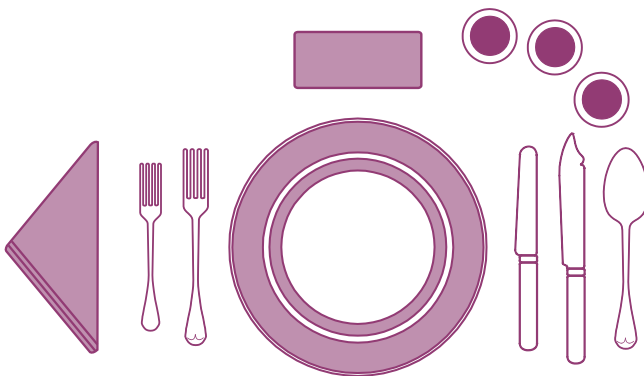
Beverages could also be stationed on a tea cart or another table nearby, especially if your dining table is placed against a wall.

Best bets for a buffet:

- Flatware and napkins should be the final items to be picked up.
- Napkins rolled around flatware simplify things.
- Consider setting up beverages at a separate table.
- Meats should be pre-sliced.

A3: Four course formal meal set-up

Example of a Four-Course Formal Meal Table Setting



(Service plate will be replaced by dinner plate. Dessert will be served separately.)

- name (for place card)
- soup bowl (on soup bowl)
- plate (on plate)
- salad fork (smaller fork, closer to napkin, on left)
- dinner fork (larger fork, closer to plate)
- service plate (in centre setting until replaced by dinner plate)
- dinner plate (in centre setting)
- bread-and-butter plate (above forks, left of dinner plate)
- bread-and-butter knife (placed across bread-and-butter plate)
- soup bowl (on service plate)
- salad knife (smaller knife, between spoon, dinner knife on right (side of plate))
- dinner knife (larger knife, next to plate.)
- napkin (napkin, on left, to left of forks)
- soup spoon (soup spoon on far right of knives)
- water goblet (goblet to farthest left)
- white wine (goblet in centre)
- red wine (goblet, far right)

Example of Formal Dinner

1. First course could include appetizer (e.g., shrimp cocktail).
2. Second course - soup (e.g., lobster bisque).
3. Salad (e.g., Caesar salad).
4. Entree (includes vegetable). Fish, beef, poultry and pork.
5. Dessert (e.g., cheesecake).

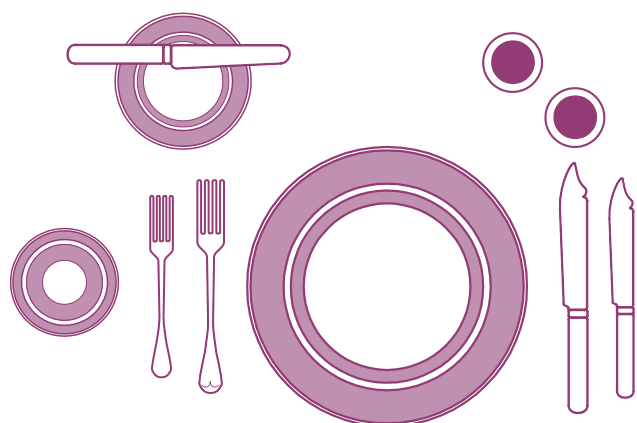
Note: A sorbet (a fruit sherbet) to cleanse the palate would be offered between the salad and entree.

A4: Informal meal table set-up

Example of Informal Table Setting

- dinner plate (in centre of setting)
- salad plate (to left of forks)
- bread-and-butter plate (above forks, left of dinner plate)
- bread-and-butter knife (placed across plate)
- dinner fork (larger fork, to left of plate)
- salad fork (smaller fork, to left of dinner fork)
- dinner knife (larger knife, to right of plate)
- salad knife (smaller knife, to right of dinner knife)
- water goblet (to upper right of plate, left glass of the two, and larger)
- wine goblet (right of water goblet and smaller)

- dinner napkin (could be placed in centre of plate)



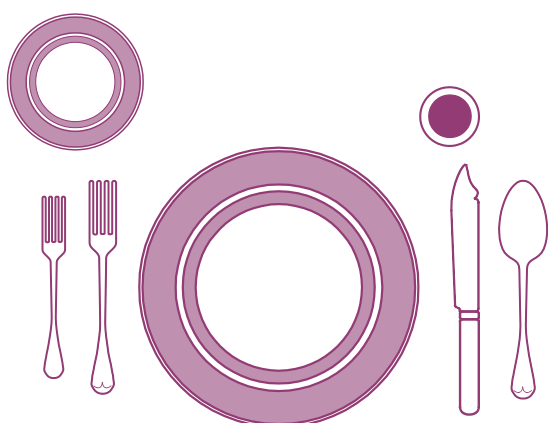
Example of an Informal Dinner

1. First course (soup, fruit, shellfish or appetizer).
2. Salad.
3. Entree (includes vegetable).
4. Dessert.

A5: Casual meal table set-up

Example of Casual Table Setting

- dinner plate (in centre of setting)
- salad plate (upper left)
- beverage glass (to upper right of plate)
- dinner fork (larger fork, to left of plate)
- salad fork (smaller fork, to left of dinner fork)
- dinner knife (larger knife, to right of plate)
- teaspoon (to right of knife)
- dinner napkin (could be placed in centre of plate)



Example of a Casual Luncheon

1. First course - optional (soup or salad).
2. Entree (includes vegetable).
3. Dessert.

ATTACHMENTS

GLOSSARY

Terms	Definition
Appetizer	A food or drink served usually before a meal to stimulate the appetite.
Beverage	A name applied to various kinds of drinks.
Buffet meal	Is a meal-serving system where patrons serve themselves.
Entree	First course of meal.
Casual dinner	Informal and relaxed.
Dessert	A dish served as the last course of a meal.
Flatware	Articles for the table, such as china or silverware, that are more or less flat, as distinguished from hollow ware.
Formal dinner	Is any meal consisting of multiple courses.
Informal dinner	Fewer eating utensils are used. Serving dishes are placed on the table.
Salad	A dish of raw leafy green vegetables, often tossed with pieces of other raw or cooked vegetables, fruit, cheese, or other ingredients.
Silverware	Tableware made of silver or silver plate or pewter or stainless steel.
Table linen	Linens for the dining tables.

Acknowledgement

This short course module, developed in Papua New Guinea, is based on the competency-based training model.

The Skills Training Resources Unit (STRU) of Employment Oriented Skills Developments Project (EOSDP) in conjunction with Education Department (TVET) division and the implementing agency Department for Community Development Services wish to express their thanks to the people who have contributed in producing the module.

We hope it will provide basic knowledge and skills for the informal and the formal sectors especially the women and youth to be employed or self-employed through having better skills for tomorrow.





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