

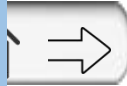
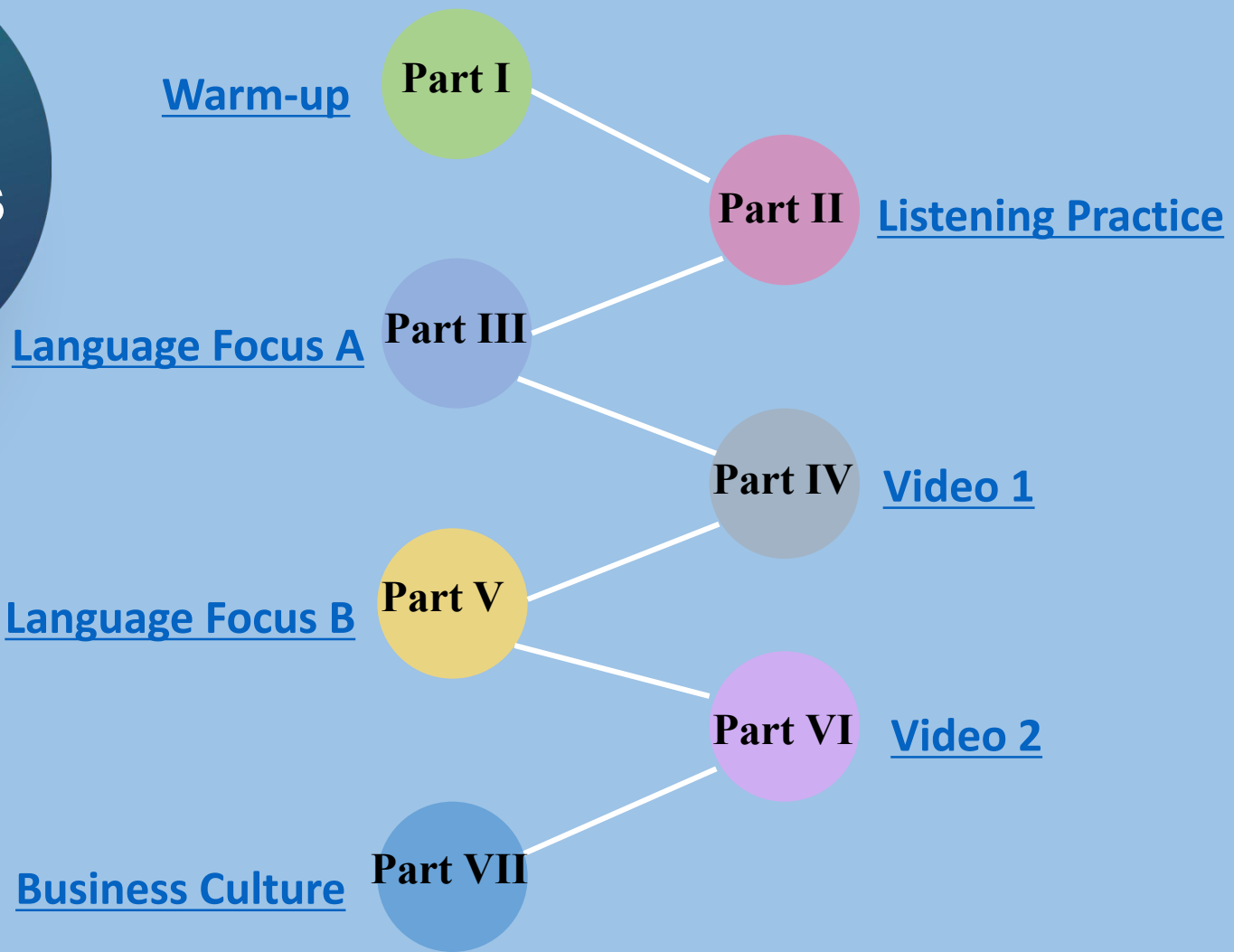


Unit 9

Business Dinner

Business Dinner

UNIT 9 CONTENTS





Warm-up

Work in pairs. Do you know how to say the following in English? Write the words under the pictures.



(1) dumplings (Jiaozi)



(2) hamburger



(3) sushi



(4) pizza




(5) Korean pickle



(6) salad



Listening Practice



Task 1 Suppose you are in a restaurant. Match what you think to what you should say, and then check your answers with what you hear.



You think

- (1) I want to pay.
- (2) I think the fish is good.
- (3) I'm not ready to order yet.
- (4) I want to choose some soft drinks.
- (5) What's the restaurant's specialty?
- (6) I want chicken.

You say

- a. Can I have the soft drinks menu, please?
- b. May I have the bill, please?
- c. I'd like the chicken, please.
- d. What do you recommend?
- e. I recommend the fish.
- f. I need a few more minutes.

(1) b (2) e (3) f (4) a (5) d (6) c

Script





Script

1. I want to pay.
May I have the bill, please?
2. I think the fish is good.
I recommend the fish.
3. I'm not ready to order yet.
I need a few more minutes.
4. I want to choose some soft drinks.
Can I have the soft drinks menu, please?
5. What's the restaurant's specialty?
What do you recommend?
6. I want chicken.
I'd like the chicken, please.



Task 2

New Words and Expressions

lounge *n.* 休息室

starter *n.* 开胃菜

prawn cracker 虾片

dessert *n.* 餐后甜点

fatty *adj.* 含脂肪的

soft drink 不含酒精的饮料

canned *adj.* 罐装的





Conversation (3)

A: Good evening, sir. Do you have a reservation?

B: No, I'm afraid not.

A: Well, I'm sorry. We're jam-packed right now.
Would you mind waiting?

B: How long would we have to wait?

A: Probably about 20 minutes.

B: OK, we'll wait.

A: All right, please wait in the lounge. I'll bring you a pot of tea.

B: Thanks.





Conversation (4)

A: Good afternoon, madam. Have you got a reservation?

B: Yes, the name is Branny. It's for 12:30.

A: Let me see. Oh, yes, Branny. We're expecting you. Could you come this way, please?

B: OK.

A: How about the table near the window? It has a(n) good view of the city.

B: Oh, that's very nice. Thank you.

A: My pleasure. Please take a seat. I'll bring a menu for you right away.

Conversation (5)

A: Waitress, what's this amount for, if you don't mind my asking?

B: Oh, it's for the chicken salad.

A: But we didn't have it. Don't you remember I asked you to cancel it?

B: I'm terribly sorry, sir. It's my mistake. I'll change it for you straight away.

Script





Script

Conversation (1)

A: Good evening, ladies and gentlemen. Welcome to Lucky's Restaurant.

B: Good evening. Do you have a table for five?

A: Yes, please follow me. Would you like this table?

B: Yes, it's all right.

A: Here's the menu. I'll return in a moment to take your order.

Conversation (2)

A: Mr. Anderson, have you got any appointments tonight?

B: Not really. Why?

A: We're having a dinner party tonight. We'd like to invite you to come along.

B: Oh, that's very kind of you to ask. I'd love to.



Conversation (3)

A: Good evening, sir. Do you have a reservation?

B: No, I'm afraid not.

A: Well, I'm sorry. We're jam-packed right now. Would you mind waiting?

B: How long would we have to wait?

A: Probably about 20 minutes.

B: OK, we'll wait.

A: All right, please wait in the lounge. I'll bring you a pot of tea.

B: Thanks.

Conversation (4)

A: Good afternoon, madam. Have you got a reservation?

B: Yes, the name is Branny. It's for 12:30.

A: Let me see. Oh, yes, Branny. We're expecting you. Could you come this way, please?

B: OK.

A: How about the table near the window? It has a good view of the city.

B: Oh, that's very nice. Thank you.

A: My pleasure. Please take a seat. I'll bring a menu for you right away.

Conversation (5)

A: Waitress, what's this amount for, if you don't mind my asking?

B: Oh, it's for the chicken salad.

A: But we didn't have it. Don't you remember I asked you to cancel it?

B: I'm terribly sorry, sir. It's my mistake. I'll change it for you straight away.

Task 2

2. Tina and Ivan are long-term business partners. Now they are ordering in a restaurant. Listen to their conversation with the waitress and fill in the form with the information you hear.

Tina

Ivan

	Tina	Ivan
Starter	prawn cracker	soup
Main course	chicken	chicken
Wine	(a glass of) red wine	beer
Dessert	none	none
Beverage	fresh grape juice	a cup of coffee

Script





Script

Waitress: Good afternoon, are you ready to order now?

Ivan: Yes.

Waitress: Would you like a starter?

Tina: I'd like prawn crackers, and you, Ivan?

Ivan: I want the soup, please.

Waitress: OK, prawn crackers and soup. And what would you like for the main course?

Ivan: What do you recommend?

Waitress: Today's speciality is the chicken. It's very good.

Ivan: Fine, I'll have that, and you, Tina?

Tina: The same for me, please.

Waitress: And would you like any desserts?

Ivan: I don't like dessert. Maybe an ice cream for you, Tina? I know it's your favourite, isn't it?

Tina: Oh, no. It's used to be my favourite, but now I'm on a diet. I'm trying not to eat too much fatty food, you know.





Script

Waitress: OK, no desserts. What would you like to drink, then?

Tina: A glass of red wine for me, please.

Ivan: I'd prefer beer.

Waitress: OK, would you like any soft drinks?

Tina: What do you have?

Waitress: We have various canned and bottled drinks like coconut drink, Coca-Cola, fresh juices such as orange juice, grape juice and tea and coffee.

Ivan: I'd like a cup of coffee, please, and you, Tina?

Tina: Fresh grape juice, please.

Waitress: All right. Please wait for a few minutes. I'll be back soon with your orders.

Tina: Thank you.





Language Focus A

Making an invitation

Would you like to come for a coffee?

How would you like to come to our celebration dinner with me?

I was wondering if you would like to go to the dinner party with us.

We'd love to have the pleasure of your company at a dinner party this evening.

Yes, I'd love to.

Yes, that sounds great.

Yes, I like the idea very much.

Yes, it's very kind of you to ask.

How nice of you! I'll be delighted to go.

I'm sorry, I'm afraid I can't.

Sorry, I'd like to, but I just can't.

Sorry. Maybe we can make it next time?

I'm afraid I'm not able to, but thanks all the same.

I'm sorry, I really can't this time. What about another time?

Oh, come on. We'd really like to have you with us.

We'd really appreciate it if you'd come.

Are you absolutely sure you can't? It should be fun.



Proposing a toast

Cheers!

Let's drink to our friendship.

Here's to our success at the fair.

Here's a toast to your promotion.

May I propose a toast to our distinguished guests?

I'd like to propose a toast to our friendly cooperation.





Settling the bill

Please bring me the bill, miss.

Can I pay by traveller's cheque?

What's this (amount) for?

It's the service charge.

It's on me.

It's my treat.

Let me get the bill.

Let's go Dutch.



Follow-up Practice

1. Match the following questions with their responses, then check your answers with what you hear.

Questions:

- (1) George, how about having dinner with us tonight?
- (2) I'll meet you at the entrance of the hotel at six tomorrow evening. Is that OK?
- (3) May I propose a toast to your brisk business and continued development?
- (4) May I have the bill, please?
- (5) Waitress, can I pay with a traveller's cheque?
- (6) Miss, what's this amount for?
- (7) Sir, may I take a print of your card?
- (8) Please put it on my bill.

Responses:

- a. I'm afraid not. We can only accept cash.
- b. Oh, how nice of you! I'll be very glad to come.
- c. It's the service charge.
- d. Very well. I'll be waiting for you then.
- e. Just a moment. I'll get it ready for you.
- f. Certainly sir. Thank you.
- g. Certainly, here you are.
- h. Thanks. Here's to your health and success in business as well.

(1) b (2) d (3) h (4) e (5) a (6) c (7) g (8) f

Script





Script

(1) *A*: George, how about having dinner with us tonight?

B: Oh, how nice of you! I'll be very glad to come.

(2) *A*: I'll meet you at the entrance of the hotel at six tomorrow evening. Is that OK?

B: Very well. I'll be waiting for you then.

(3) *A*: May I propose a toast to your brisk business and continued development?

B: Thanks. Here's to your health and success in business as well.

(4) *A*: May I have the bill, please?

B: Just a moment. I'll get it ready for you.

(5) *A*: Waitress, can I pay with a traveller's cheque?

B: I'm afraid not. We can only accept cash.

(6) *A*: Miss, what's this amount for?

B: It's the service charge.

(7) *A*: Sir, may I take a print of your card?

B: Certainly, here you are.

(8) *A*: Please put it on my bill.


B: Certainly sir. Thank you.





Follow-up Practice

Work in pairs. Take turns to role-play the following situation.



Your business partner, Mr. Drummond, has just attended the Guangzhou Fair, and plans to leave China tomorrow. Invite him to dinner tonight. (Suppose he at first declines the invitation but is persuaded to accept.)

Sample:

Making a dinner invitation

A: Good morning, Mr. Drummond.

B: Good morning, Mr. He.

A: We're holding a dinner party for you at seven this evening, I hope we may hold the pleasure of your company.

B: Oh, it's very kind of you. But I'm leaving tomorrow morning, I'm afraid...

A: Don't worry. I'll send our company driver to take you to the airport tomorrow morning. And the dinner party won't last too long tonight after all.

B: All right then.

A: The party will be held at Garden Hotel. I'll pick you up at six o'clock in the evening.

B: Thank you for your invitation.





Video 1

Let's go to dinner





New Words and Expressions

facility *n.* 设施

delighted *adj.* 高兴的

invitation *n.* 请柬

to one's liking 合某人胃口

splendid *adj.* 极好的

fruitful *adj.* 富有成效的

original *adj.* 新颖的

acceptable *adj.* 可接受的

Pre-viewing

1. Look at the following pictures to have a rough idea of the video.

Mr. Hawk



Mr. Hawk, the host, is the manager of a company which sells products to Mr. White's company in another country.

Mr. White



Mr. White and his colleagues have been invited by Mr. Hawk's company to attend a fair.

Setting



At a Western restaurant where Mr. Hawk's company is having a dinner party to celebrate the success of the fair.



Viewing

1. Watch the video and decide whether the statements below are true (T) or false (F).

Welcome, everybody! Mr. White, I'm glad you've come.

It's very kind of you to have invited us.

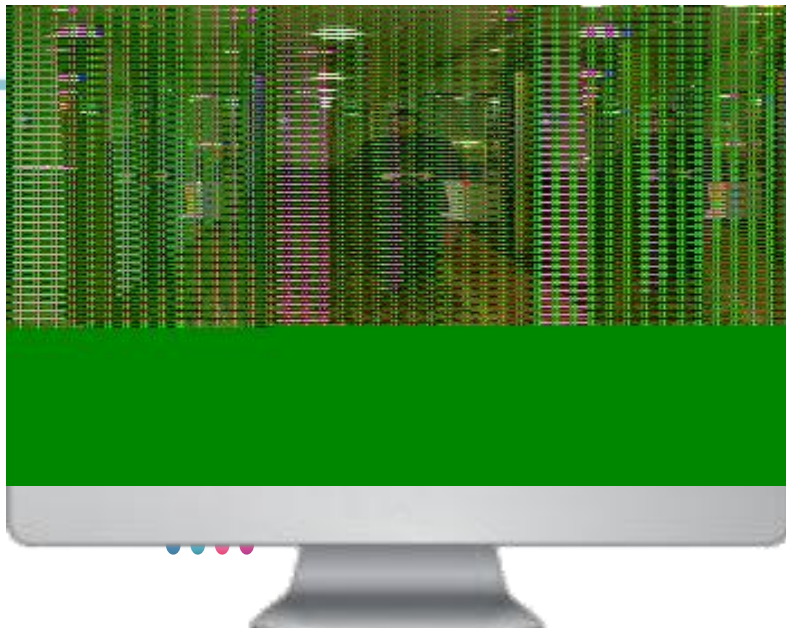
Please sit down. I hope the food we've ordered will be to your liking.

Thank you very much for such a splendid dinner.

Please help yourself, everybody.

All right, gentlemen, may I propose a toast to our continued friendly cooperation?

I couldn't agree more. Cheers!



Script



Let's go to dinner

(Situation One: Mr. Hawk comes to the hotel to invite his business associates, Mr. White and his colleagues, to a dinner party.)

Mr. Hawk: Good morning, Mr. White. How is your room?

Mr. White: Very comfortable and quiet. We're all very happy with the facilities and services here.

Mr. Hawk: I'm glad to hear that. Now, I'm here just to tell you that we'll be having a dinner party tomorrow evening. We'd like to invite you all to come.

Mr. White: Oh, how nice of you! We'd be delighted to come.

Mr. Hawk: Here's the invitation.

Mr. White: Thank you.

Mr. Hawk: Then I'll send somebody to pick you up from the hotel lobby at six tomorrow evening. Is that all right?

Mr. White: Yes. That's fine. Thank you.

Mr. Hawk: See you then.

Mr. White: See you.

Script

(Situation Two: Next evening, at the restaurant. Mr. White and his two colleagues enter the restaurant. Mr. Hawk sees them and greets them.)

Mr. Hawk: Welcome, everybody! Mr. White, I'm glad you've come.

Mr. White: It's very kind of you to have invited us.

Mr. Hawk: Please sit down. I hope the food we've ordered will be to your liking.

Mr. White: Thank you very much for such a splendid dinner.

(They sit down and begin to have dinner.)

Mr. Hawk: Please help yourself, everybody.

Mr. White & his colleagues: Thank you. It certainly looks delicious.

Mr. Hawk: Mr. White, you'll be leaving soon. Has your trip to this fair been fruitful?

Mr. White: Yes, there's a really wide range of goods on display and most prices are acceptable.

Mr. Hawk: Have you found anything that particularly interests you?



Script

Mr. White: Yes, we're interested in your items A6D and A6F. The designs are original. I'm sure they'll be quite popular with young customers in our country.

Mr. Hawk: Yes, you're right. Items A6D and A6F are our latest designs. They're also very popular with young consumers here. I'm sure they'll sell well in your market, too.

Mr. White: We hope so!

Mr. Hawk: All right, gentlemen, may I propose a toast to our continued friendly cooperation?

Mr. White: I couldn't agree more. Cheers!

(All are raising their glasses.)



Viewing

2. Watch the video again. Fill in the following blanks according to what you hear.

Mr. Hawk: Good morning, Mr. White. How is your room?

Mr. White: Very 1) comfortable and quiet. We're all very 2) happy with the facilities and services here.

Mr. Hawk: Then I'll send somebody to 3) pick you up from the hotel lobby at 4) six tomorrow evening. Is that all right?

Mr. White: Yes. That's fine. Thank you.

Mr. Hawk: Please sit down. I hope the food we've ordered will be 5) to your liking.

Mr. White: Thank you very much for 6) such a splendid dinner

Mr. Hawk: Mr. White, you'll be leaving soon. Has your trip to this fair been fruitful?

Mr. White: Yes, there's a really wide range of goods 7) on display and most prices are 8) acceptable.





Viewing

Mr. Hawk: Have you found anything that particularly interests you?

Mr. White: Yes, we're interested in your items A6D and A6F. The designs are original. I'm sure they'll be 9) quite popular with young customers in our country.

Mr. Hawk: Yes, you're right. Items A6D and A6F are our 10) latest designs. They're also very popular with young consumers here. I'm sure they'll 11) sell well in your market, too.

Mr. Hawk: All right, gentlemen, may I 12) propose a toast to our continued friendly cooperation?

Mr. White: I couldn't agree more. 13) Cheers !



Post-viewing

Work in groups. Role-play the following situation.

Invite two of your business partners to dinner in a restaurant, get them seated, talk business with them and propose toasts.

Sample:

Dining with foreign business partners

A: Mr. Warner and Mr. Blake, it's a pleasure to have you here.

B: It's very kind of you to have invited us.

A: Now, let's be seated. Have a cup of tea, please.

B: It's good to start with a cup of Chinese tea. I like it.

C: Me, too.

A: I'm glad to hear that. Mr. Warner and Mr. Blake, which do you prefer, brandy, whiskey or wine?

B: Brandy and whiskey are too strong for me. Just a glass of wine, please.

C: A glass of wine for me too. Thanks.

A: What do you think about your trip this time? Is it fruitful?

C: Yes, we're quite satisfied.

A: We hope we'll have more cooperation in the future.

B: We hope so.

A: Well, Mr. Warner and Mr. Blake, to our cooperation. Cheers!

B & C: Cheers!





Language Focus B



Reserving or finding a table for dinner

Good evening, sir. Welcome to our restaurant. Have you got a reservation?

Yes, the name is Harry Smith.

Welcome, sir. Step right in, please.

Come in, madam. May I take your coat, please?

Waitress, is there a free table?

Sorry, we're booked up tonight.

Do you still have private rooms?

Sorry, they're all reserved. Would you mind sitting in the main dining room?

How many are you? A table for four?

Taking orders and doing the ordering

May I take your order, please?

Would you like to order now?

Have you decided on something, madam?

What kind of soups do you have? Do you have pork, eggplant and laver soup?

Anything to drink?

What wine would you like to have?

I'll have Sweet and Sour Cucumber.

I'll take the crisp fish.

May I have a bottle of Zhujiang Beer?

Of course, I'll be right back with it.

Recommending food and drink

How about the Sichuan Chicken Cube-lets?

I would recommend some...

Would you care for some... before lunch?

We've got a choice of...

Today we've got...

Would you like to try our grape juice? It's very fresh.





Commenting on the food

How do you like the food?

What do you think about the fish?

This food is the best that I've ever tasted.

The soup is rather salty.

I'm afraid the crab is not fresh enough.

It's too hot for me.

Don't you think the beef is too heavily seasoned?

Dinner talk

Please make yourself at home.

Help yourself to whatever you like.

It's only an informal dinner. Please don't stand on ceremony.

Would you like more?

No, thanks. I've had enough.

I'm full. I have no room for ice cream.



Follow-up Practice

1. Complete the following mini-dialogues according to what you hear.

(1) A: What would you like to drink?

B: A glass of red wine, please.

(2) A: What's today's special?

B: Barbecued chicken.

(3) A: What's this dish?

B: It's a type of Hunan dish; would you like to try it?

(4) A: Which soup would you like?

B: Stewed Chops and Wax Gourd Soup.

(5) A: May I take your order, please?

B: Yes, I'd like to have Roast Duck.

(6) A: Would you like your soup right now or later?

B: Bring it right now, please.

(7) A: What does the set lunch include?

B: It includes an appetizer, soup, a main course, salad, dessert, tea or coffee.

(8) A: What would you like to follow. Can we have fruit or ice cream?

B: No, thank you. But could I have a cup of coffee, please?

(9) A: How many portions would you like, madam?

B: I'd like two portions, please.

(10) A: Which side dish would you like?

B: I'd like the French Fries.



Follow-up Practice

2. Work in pairs. Take turns to role-play the following situation.

You're about to take a foreign visitor who is interested in Chinese food to a restaurant. Recommend some local specialties, ask for comments, and take the initiative when

Sample:

Entertaining a foreign client

A: This is your seat, Mr. Warner. Sit down, please.

B: Thank you, Mr. Li. I'm really a bit nervous now. I know nothing of your table manners.

A: Don't worry, Mr. Warner. As for table manners, there is only one rule you must observe. That's to make yourself at home.

B: No wonder people say the Chinese are hospitable. Now, I have seen it with my own eyes.

A: Making yourself at home and eat it while it is hot, Mr. Warner.

B: Thank you. These dishes are all delicious.

A: I'm glad you like it. May I help you to some of the Roast Duck?

B: Thank you, just a small helping... Very delicious! Tender and crisp. I've never tasted anything like that.

...

A: Do you want to order something else?

B: Oh, no. I'm full now. I've no room for any other things.

A: OK, then. Waiter, please give me the bill.

B: Let me settle the bill, please.

A: No, you're my guest this time.

B: Thank you.

Script





Script

- (1) *A:* What would you like to drink?
B: A glass of red wine, please.
- (2) *A:* What's today's special?
B: Barbecued chicken.
- (3) *A:* What's this dish?
B: It's a type of Hunan dish; would you like to try it?
- (4) *A:* Which soup would you like?
B: Stewed Chops and Wax Gourd Soup.
- (5) *A:* May I take your order, please?
B: Yes, I'd like to have Roast Duck.
- (6) *A:* Would you like your soup right now or later?
B: Bring it right now, please.
- (7) *A:* What does the set lunch include?
B: It includes an appetizer, soup, a main course, salad, dessert, tea or coffee.
- (8) *A:* What would you like to follow? Can we have fruit or ice cream?
B: No, thank you. But could I have a cup of coffee, please?
- (9) *A:* How many portions would you like, madam?
B: I'd like two portions, please.
- (10) *A:* Which side dish would you like?
B: I'd like the French Fries.





Video 2

Ordering dishes in a
Chinese restaurant



New Words and Expressions

terrific *adj.* 极好的

vegetarian *n.* 素食者

care for 喜欢

bean curd *n.* 豆腐

mushroom *n.* 蘑菇

en casserole [法] 用锅炖的

chestnut *n.* 栗子

bamboo shoot 竹笋

1. Look at the following pictures to have a rough idea of the video.

Mr. Lin



Mr. Lin, the host, is a Chinese businessman who has just got two promising foreign customers.

Mr. Rashid



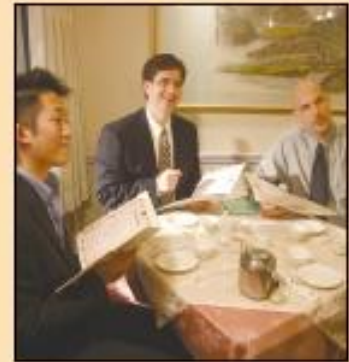
Mr. Rashid, one of the promising customers comes from Egypt and is a Muslim.

Mr. Hart



Mr. Hart, another promising customer, is a vegetarian.

Setting



At a Chinese restaurant where Mr. Lin has made a reservation.



Viewing

1. Watch the video and choose the best answer to each question.

- _____ (1) Mr. Lin is satisfied with the table he has booked.
- _____ (2) Mr. Lin wants a quiet table because he likes peace and quietness.
- _____ (3) After they are seated, the waitress goes away to fetch the menu and some coffee for them.
- _____ (4) Mr. Rashid doesn't eat pork.
- _____ (5) The waitress recommends some chicken to Mr. Rashid.
- _____ (6) Mr. Hart is a vegetarian.
- _____ (7) Mr. Hart doesn't care for bean curd.
- _____ (8) Mr. Lin mentions that bean curd as nutritious.
- _____ (9) Mr. Rashid orders wine to drink instead of orange juice.
- _____ (10) Mr. Hart orders two vegetable dishes, i.e. mushroom and potatoes.

(1) T	(2) F	(3) F	(4) T	(5) F
(6) T	(7) F	(8) F	(9) F	(10) F





Script



00:05 / 03:00





Script

Ordering dishes in a Chinese restaurant

(Mr. Lin has just got two promising customers at a trade fair. After the fair, Mr. Lin takes these two customers to dinner in a Chinese restaurant. While Mr. Rashid is a Muslim, Mr. Hart is a vegetarian. Now they walk into a restaurant. The waitress greets them.)

Waitress: Good evening, sirs. Welcome to our restaurant.

Mr. Lin: Good evening.

Waitress: Do you have a reservation?

Mr. Lin: Yes, the name is Lin Qiang.

Waitress: Let me see... Oh, yes, we've been expecting you, Mr. Lin. Please come this way.

(She shows them to a table.)

Waitress: Is this table all right?

Mr. Lin: Oh, terrific! It's by the window, and quiet too. It's exactly what I want because we've got a lot to discuss. Thank you, miss.

Waitress: Not at all. Please make yourselves comfortable. I'll be back with the menus and the tea.



Script

(She returns with menus and the tea. She pours tea for them.)

Mr. Rashid: Thanks.

Waitress: Please excuse me for a while. I'll be right back to take your order.

(Lin and Rashid are reading the menus. After a while, the waitress returns.)

Waitress: Are you ready to order now, sirs?

Mr. Rashid: Sorry, we're still looking at the menu.

Mr. Lin: Waitress, you see, my guest Mr. Rashid is a Muslim, so he doesn't eat pork, and Mr. Hart is a vegetarian. Could you recommend something for us?

Waitress: Certainly. How about fish for Mr. Rashid? Our Sweet and Sour Fish is very popular with our customers. You can see it here on the menu... *(showing a picture on the menu to Mr. Rashid)*

Mr. Rashid: Er, ... It looks good.

Waitress: It tastes good, too. Believe me!

Mr. Rashid: Fine, I'll take it, then.

Waitress: OK, Sweet and Sour Fish.





(The Waitress writes down on a small notebook.)

Waitress: Anything else?

Mr. Rashid: Some vegetables please, but I'd like to leave the choice to the other two gentlemen.

Waitress: All right. Mr. Hart, do you care for bean curd?

Mr. Hart: Oh, yes. It's very nutritious.

Waitress: Yes, and it's delicious, too. Bean Curd en Casserole is one of our specialties. Would you like to try it?

Mr. Hart: Good.

Waitress: Bean Curd en Casserole.

(The Waitress notes down the order again.)

Waitress: As for vegetables, we've got a choice of mushrooms, Chinese cabbage, chestnuts, bamboo shoots, carrots, potatoes...

Mr. Hart: I'd like to have mushrooms and bamboo shoots, please. By the way, please don't go easy on garlic.

Waitress: No problem. Mushrooms and bamboo shoots.





(The Waitress notes down the order.)

Waitress: And yourself, Mr. Lin?

Mr. Lin: Sichuan Chicken Cube-lets (宫爆鸡丁), please.

Waitress: And what to follow?

Mr. Lin: That's it for now.

Waitress: OK. Would you like something to drink?

Mr. Lin: Mr. Rashid, Mr. Hart, what would you like to drink?

Mr. Rashid: Orange juice please.

Mr. Hart: The same here.

Mr. Lin: OK, orange juice for three, please.

Waitress: Very well, sir. You've ordered one Sweet and Sour Fish, one Bean Curd en Casserole, one Mushroom, one Bamboo Shoots, one Sichuan Chicken Cube-lets and three orange juices. Please wait a moment. I'll bring them straight away.

Mr. Lin: Thanks.



Post-viewing

Work in groups. Role-play the following situation.

Below is a sample menu from a Western restaurant. Work in groups of three. Two of you are customers, the other is the waiter or waitress taking the order and replying to the requests.



The menu is presented on a light green background with decorative red floral corner ornaments. At the top center is a small red building icon followed by the restaurant name 'Ellis Restaurant' in purple. Below this is the address and telephone number. The menu is divided into sections: Appetizer, Soup, Main Course, Dessert, and Drinks. Each section lists items in English and Chinese. At the bottom right, there is an illustration of a white plate, two wine glasses, and silverware.

Ellis Restaurant
Address: No. 122, Victory Road, Xinlong District
Telephone: 6222XXXX

Menu

Appetizer

- Smoked Salmon 腌熏三文鱼
- Caesar Salad 凯撒沙拉
- Seafood Salad with Fresh Fruit 鲜果海鲜沙拉
- Tuna Fish Salad 金枪鱼沙拉

Soup

- Traditional Tomato Soup 番茄浓汤
- Cream of Mushroom Soup 奶油蘑菇汤
- French Onion Soup 法式洋葱汤
- Minestrone Soup 意大利蔬菜汤

Main Course

- Braised Goose Liver in Red Wine 红酒鹅肝
- Barbecued Chicken Leg 烧烤鸡腿
- Chicken Curry 咖喱鸡
- Stewed Beef 红烩牛肉
- Grilled Lamb Chop 扒羊排

Dessert

- Black Forest Cake 黑森林蛋糕
- English Fruit Cake 英式水果蛋糕
- Apple Pie 苹果派
- Green Tea Pudding 绿茶布丁
- Almond Donuts 杏仁多纳圈
- Italian Tiramisu 意大利提拉米苏

Drinks

- Brandy 白兰地
- Whisky 威士忌
- Rum 朗姆酒
- Vodka 伏特加





Business Culture

Table Manners in the Western Countries

The following information may be of help to you, especially when you are having dinner with Western clients in your future career.

1. Get ready

As soon as the hostess picks up her napkin, pick yours up and lay it on your lap. Sometimes a roll of bread is wrapped in it; if so, take it out and put it on your side plate.

2. The soup course

The dinner usually begins with soup. The largest spoon at your place is the soup spoon. It will be beside your plate at the right-hand side.

3. The fish course

If there is a fish course, it will probably follow the soup. There may be a special fork for the fish, or it may be similar to the meat fork, but smaller.

4. The meat course

The main course is usually served by the host himself, especially if it is a fowl or a roast which needs to be carved. He will often ask each guest what piece he prefers, and it is quite proper to state your preference as to lean or fat, dark or light.

5. Using knife and fork

If you have English and American friends you will notice a few differences in their customs of eating. For the main or meat course, the English keep the fork in the left hand, point curved downward, and bring the food to the mouth either by sticking the points onto it or in the case of soft vegetables, by placing it firmly on the fork in this position with the knife. Americans carve the meat in the same position, then lay down the knife and taking the fork in the right hand with the point turned up, push it under a small piece of food without the help of the knife and bring it to the mouth right-side-up.





Text Bank

Dining Etiquette

Table manners play an important part in making a favourable impression. They are visible signals of the state of our manners and therefore are essential to professional success. Regardless of whether we are having lunch with a prospective employer or dinner with a business associate, our manners can speak volumes about us as professional people.

Napkin Use

The meal begins when the host unfolds his or her napkin. This is your signal to do the same. Place your napkin on your lap, completely unfolded if it is a small luncheon napkin or in half, lengthwise, if it is a large dinner napkin. Typically, you want to put your napkin on your lap soon after sitting down at the table (but follow your host's lead). The napkin remains on your lap throughout the entire meal and should be used to gently blot your mouth when needed. If you need to leave the table during the meal, place your napkin on your chair as a signal to your server that you will be returning. The host will signal the end of the meal by placing his or her napkin on the table. Once the meal is over, you too should place your napkin neatly on the table to the right of your dinner plate. (Do not refold your napkin, but don't wad it up, either.)





Ordering

If, after looking over the menu, there are items you are uncertain about, ask your server any questions you may have. Answering your questions is part of the server's job. It is better to find out before you order whether a dish is prepared with something you do not like or are allergic to than to spend the entire meal picking tentatively at your food.


The host will generally suggest that your order be taken first; his or her order will be taken last. Sometimes, however, the server will decide how the ordering will proceed. Often, women's orders are taken before men's.

As a guest, you should not order one of the most expensive items on the menu or more than two courses unless your host indicates that it is all right. If the host says, "I'm going to try this delicious sounding cheesecake; why don't you have a dessert too," or "The prime rib is the specialty here; I think you'd enjoy it," then it is all right to order that item if you would like it.

Use of Cutlery

Choosing the correct cutlery from the variety in front of you is not as difficult as it may at first appear. Start with the knife, fork, or spoon that is farthest from your plate and work your way in, using one utensil for each course. The salad fork is on your outermost left, followed by your dinner fork. Your soup spoon is on your outermost right, followed by your salad knife and then dinner knife. Your dessert spoon and fork are above your plate or brought out with dessert. If you remember the rule to work from the outside in, you'll be fine.





There are two ways to use a knife and fork to cut and eat your food. They are the American style and the European or Continental style. Either style is considered appropriate. In the American style, one cuts the food by holding the knife in the right hand and the fork in the left hand with the fork tines piercing the food to secure it on the plate. Cut a few bite-size pieces of food, then lay your knife across the top edge of your plate with the sharp edge of the blade facing in. Change your fork from your left to your right hand to eat, fork tines facing up. (If you are left-handed, keep your fork in your left hand, tines facing up.) The European or Continental style is the same as the American style in that you cut your meat by holding your knife in your right hand while securing your food with your fork in your left hand. The difference is your fork remains in your left hand, tines facing down, and the knife in your right hand. Simply eat the cut pieces of food by picking them up with your fork still in your left hand.

When You Have Finished

Do not push your plate away from you when you have finished eating. Leave your plate where it is in the place setting. The common way to show that you have finished your meal is to lay your fork and knife diagonally across your plate. Place your knife and fork side by side, with the sharp side of the knife blade facing inward and the fork, tines up, to the left of the knife. The knife and fork should be placed as if they are pointing to the numbers 10 and 4 on a clock face. Make sure they are placed in such a way that they do





not slide off the plate as it is being removed. Once you have used a piece of cutlery, never place it back on the table. Do not leave a used spoon in a cup, either; place it on the saucer. You can leave a soup spoon in a soup plate. Any unused cutlery is simply left on the table.

Discussion:

1. What should you do with the napkin during a meal?
2. How do you order a meal?
3. Do you know how to handle the cutlery during a meal?



THANKS

