

## instruction for the participant

occupational field: gastronomy

task: to lay the table

### Setting a festive table for 4 persons

#### Materials:

##### working materials:

1 table  
1 table cloth  
1 middle cloth  
1 polish cloth  
1 candleholder  
candles  
napkins (folded)  
4 chairs

##### dishes and cutlery:

flat plates  
small plates  
knives  
forks  
spoons (small)  
wine glasses  
water glasses

#### 1. Setting the working place:

Collecting all needed materials.

#### 2. Laying of the table cloth:

Place the cloth in the middle of the table.

#### 3. Laying of the middle cloth:

place the middle cloth exactly in the middle.  
Each corner must show to one side of the table.

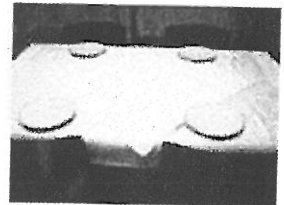
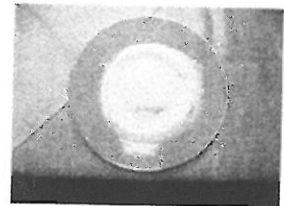
#### 4. Place the porcelain:

the plate has to stand 1 cm away from the table edge. Therefore you work from one place to the next around the table.

#### 5. Place the cutlery:

Before placing the cutlery, polish it with the cloth without touching it. Therefore put every single piece into the polish cloth.

- a. The knife lies with the cutting side to the plate, on the right side of it. Besides the second knife has to be placed a bit higher.
- b. The fork lies on the left side of the plate. Directly beside the second fork has to be put a bit higher, like the second knife.
- c. The dessert spoon lies on top of the plate with the grip to the left side.



**6. Place the glasses:**

Glasses always have to be placed on the right side, on top over the knives. The water glass stands right beside the wine glass.

If the glasses are unpolished correct it.

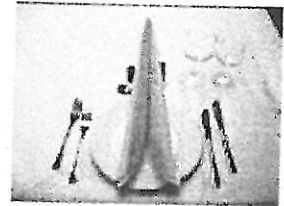


**7. Place the candleholder:**

The candleholder stands in the middle of the table, if there are no flowers.

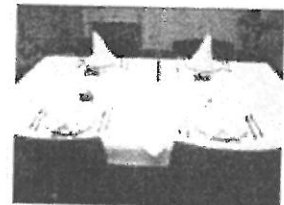
**8. Place the napkins:**

The napkins stand on the left side of the plate or directly on the plate.



**9. Arranging of the sitting places / tidy up working place:**

Put the chairs on their place. Tidy up all the materials you don't need any more.



If you are finished with the working process ask the instructor for the self evaluation paper.

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1 polish cloth  
1 candleholder  
candles  
napkins (folded)  
4 chairs

**dishes and cutlery:**

flat plates  
small plates  
knives  
forks  
spoons (small)  
wine glasses  
water glasses

**working steps:**

- laying table and middle cloth
- laying the dishes, glasses and cutlery according to the instruction
- putting candles into the candleholder
- putting folded napkins
- placing of chairs
- tidy up the working place

**This has to be recognized:**

- the table clothes have to be flattened
- all dishes, cutleries and glasses have to be clean; perhaps polish first with the polish cloth
- the candles have to be fixed in the candle holder
- napkins have to be placed
- the working place has to be tidied up

<b>5</b>	Excellent result. Shows very good all demanded attitudes concerning the category.
<b>4</b>	Good result. Shows either 75 percent of all demanded attitudes concerning the category or all demanded attitudes are average.
<b>3</b>	Normal result. Shows either very good 50 percent of the demanded attitudes concerning the category or all demanded attitudes are average satisfying.
<b>2</b>	Under-average result. Shows less than 50 percent of all demanded attitudes concerning the category or rather all demanded attitudes are in under-average quality.
<b>1</b>	Very under-average result. Shows less than 20 percent of all demanded attitudes concerning the category or rather all demanded attitudes are very unsatisfying.