to execute that."

The easy solution: "Ask, 'What do you recommend?' I've never been here before,'" she says. "Whatever they recommend, that's your price range."

Order foods that would be easy to eat, and don't over do it, Tully adds."Don't assume that you have to order any appetizers. Don't take a second roll. Never use more than two packets of sugar in your coffee. I also wouldn't expect to be eating dessert.

"You certainly don't want to sit their eating a dessert when everybody's watching you," she says.

So, does the thought you may be denied a job for grabbing a second dinner roll sound too ridiculous? Don't laugh, warns Tully.

"It may sound far-fetched, but you never know how overindulgence is going to be perceived," Tully explains. "You come across as desperate, it sends some non-verbal signals that are not perceived positive."

For Jones, the seminar could not have come at a better time. "I learned a lot more about business etiquette that I didn't know before. Like how to use silverware, how to wait for everyone to sit down and be served to eat," she says.

Jones had the chance to test what she learned at a Business Administration Banquet held a few days after Tully's seminar. Remembering the cardinal rule to take only one bread roll, Jones grabbed a roll and put down the basket. That was a mistake, she says.

"I remembered, 'Oh, my god, you're supposed to ask the person next to you if they want a roll," she recalls.

"So I did. And then it got passed around to everybody at the table," adds Jones, laughing.

Here are some additional tips Tully offers would-be hires:

- Remember to put the napkin on your lap. "A common mistake is not getting in the habit of putting your napkin in the lap. That's one of the first things that gets noticed," Tully says.

- When sitting at a large table, how do you determine which glass is yours? In which direction do you pass the bread rolls? Tully offers a useful method to remember this rule of etiquette: F-O-O-D has four letters, so does L-E-F-T. Meanwhile, D-R-I-N-K has five letters as does R-I-G-H-T. "Drinks on the right, solid foods on the left," she says.

- Should you use a fork or a spoon for fruit cups? It depends on the fruit. If it's big chunks of fruit, you use a fork. If it has more liquid, you might use your spoon, Tully advises.

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