

*Entertaining*

# 款待礼仪



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外语教学与研究出版社

# (京)新登字 155 号

## 图书在版编目(CIP)数据

款待礼仪/(美)波斯待(Post, E. L.)著;于春迟,王惠译. - 北京:外语教学与研究出版社,1996.4  
(西方礼仪丛书)  
ISBN 7-5600-1084-9

I. 款… II. ①波… ②于… ③王… III. 礼仪 - 对照读物 - 英汉 IV. K891

中国版本图书馆 CIP 数据核字(96)第 11005 号

## 款待礼仪

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外语教学与研究出版社出版发行

(北京西三环北路 19 号)

华利国际合营印刷有限公司印刷

新华书店总店北京发行所经销

开本 736×965 1/32 7.5 印张 95 千字

1997 年 1 月第 1 版 1997 年 1 月第 1 次印刷

印数: 1—20000 册

\* \* \*

ISBN 7-5600-1084-9

H·586

定价: 7.80 元



## *Introduction*

To entertain, as defined in a dictionary, is "to show hospitality to." All the fine china and delicate crystal in the world can't equal the special qualities of graciousness, warmth and genuine hospitality given by a host and hostess to their guests.

The etiquette of entertaining begins with a code of behavior, based on kindness and consideration, and continues with the guidelines that enable you to be self-confident and comfortable in any social situation, whether it be a picnic on the beach or a formal ball. When you know you are using the right fork at a dinner party, you can relax and enjoy the party more. When you know how to word an invitation to tea correctly, you know you're starting the party well, before it even begins. And when you know whether or not to invite the boss to lunch, you're presenting an image that can only serve to help your professional life.

This book, containing all of the most-asked questions about entertaining, answers each with the guidelines that enhance your ability to be not only a wonderful host or hostess, but a wonderful guest as well.

Naturally, I hope you will find this to be informa-

# 引 言

款待,根据某本字典的定义,就是“向……展示热情”。世界上最细腻的瓷器和最精致的玻璃器皿都无法同男女主人对客人们展示的那种亲切、温暖而真挚的情谊相比。

款待的礼节以一种行为规则开始,以善意和理解为基础,并按照那些使你在任何场合中都感到自信和舒适的准则进行——无论是海滨野餐还是正式舞会。晚餐会上当你知道用叉子正确时,你就会更放松地享受。当你知道了怎样正确地发出请人喝茶的邀请时,你就会使晚会的举行有了一个好的开端。当你知道是否该请你的老板共进午餐时,你的事业一定是福星高照了。

本书涉及了关于请客招待的所有常见问题,并指导性地对这些问题一一作答。这里的指导原则不仅能提高你作为一个出色的主人的能力,也能使你成为一个好的客人。

我自然希望你觉得本书的每一页都实用且读来轻

tive and entertaining reading from cover to cover, but since time is a precious commodity and most etiquette questions need a quick answer, it has been arranged into specific categories to help you find the information you need at a glance. Whether your question is how to address the butler at a formal dinner or how to fold napkins for a luncheon, you will find the answers in the sections that deal specifically with these topics.

Most of this book is meant to be used as a guide, not as hard and fast rules written in granite! By taking the suggestions that apply to you, by eliminating the details that would be difficult for you or seem unnatural to you and by combining the elements that are suitable to your home and your friends, you can custom-tailor this information to fit your needs. What's most important is that you use these tools to help yourself be confident and relaxed. In this way you can give—and receive—the hospitality that makes a social situation pleasant, comfortable, gracious and graceful, as well as fun and entertaining!

松愉快,但由于时间宝贵,而大多数礼节问题需要简洁明了的回答,因此本书的内容被分为不同的类别,以使你迅速找到所需的内容。不论你的问题是有关在正式晚餐上怎样招呼男侍的,还是有关怎样叠午餐的餐巾的,你都可以在专门讨论这些问题的章节里找到答案。

本书的大部分是指南性的,而非一成不变的硬性条文。采纳那些适合你的建议,摒弃对你来说很困难或不自然的繁文缛节,同时综合那些适合你的家居和朋友的因素,你就可以使本书为你所用。最重要的是,运用这些工具使自己更自信、更放松。如此,你就能给予——并且获得——使社交场合愉快、舒适、亲切、高雅并且充满无穷乐趣的那份真情。

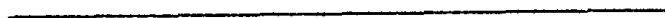
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## *Party Planning*





## 晚会的筹划

**Q.** *What are the requirements for a successful dinner party?*

**A.** There are six requisites that contribute to a successful party.

First, the guests should be congenial—a table full of people with nothing in common can make for strained silences or awkward conversation.

A menu that is well planned and suited to your guests' tastes is another factor.

An attractive table creates a welcoming ambience—with everything in perfect condition: linen pressed, silver polished, glassware sparkling.

A fourth requisite is food that is well prepared.

Fifth, and very important, are a gracious hostess and/or host who are welcoming and at the same time enjoy their guests. A hostess who spends the better part of the evening in the kitchen or running back and forth arranging things creates tension and cannot give her guests the attention that she should.

The last factor is that any servants be competent and pleasant.

**Q.** *What are the considerations in deciding whether or not to have help when giving a dinner party?*

**A.** The key consideration is the size of your party. Twelve is the maximum number that can be served smoothly at a sit-down dinner without help. If you enjoy cooking, you know it is no problem to prepare

**问：**一个成功的晚餐聚会有哪些要求？

**答：**一个晚会的成功必须具备 6 个条件。

第一，来宾们应该性情相投——满桌毫无共同情趣的客人会使晚会陷入紧张的沉默或尴尬的对话中。

经过精心挑选并适合客人口味的菜单是另一个因素。

一张看上去充满诱惑力的餐桌能营造美妙的氛围：平整的桌布、闪亮的银器、剔透的玻璃器皿，一切都应有条不紊。

第四个条件是食物要做得可口。

第五，也是很重要的一条是，一个亲切、热情、乐于和客人在一起的男主人或女主人。一晚上大部分时间在厨房里忙碌或者跑前跑后张罗事情的女主人不仅造成紧张气氛，也不能给客人们应有的照顾。

最后一个因素是，侍者应该是称职和令人愉快的。

**问：**在举办晚餐聚会时，决定需不需要帮手应考虑哪些因素？

**答：**关键是要考虑聚会的规模。在没有帮手的情况下顺利招待一次坐桌式晚餐，人数最多不能超过 12 个。如果您喜欢烹饪的话，您尽可以做出可供许

the food for as many guests as you like, but it really isn't possible to serve more than twelve quickly and efficiently, all by yourself. For a seated dinner of more than sixteen the services of two people are recommended. Greater numbers, of course, require more help.

*Q. How do I know whether to tip temporary help?*

A. Ask when you call to make the arrangements. The method of payment varies in different localities and also depends on the policy of the agency. Some agencies send a bill for their services and prefer that you not add a tip, while others indicate on the bill that you may add a tip. Other agencies bill you their service charge but ask that you pay the help directly, in which case you would include a tip with your payment, if you wish.

If you have hired temporary help personally and not through an agency, you simply pay them before they leave at the rate you have agreed upon, including a tip if you found their work more than satisfactory.

Whatever the system, it is most important that you establish the method and amount of payment at the time you make the arrangements to avoid any unpleasantness or embarrassment.

*Q. What guidelines can you offer for selecting guests?*

A. Your primary requisite is to invite guests who are likely to be interesting to one another. It's a little like making a gift list where you try to choose presents the recipient will appreciate, not what you like. When seating your guests, remember their likes and dislikes

多人享用的饭菜,但您一个人要让 12 位以上的客人得到及时有效的关照,那就很困难了。超过 16 个人的坐桌式晚餐,最好用两个侍者。当然,人数越多,需要的帮手就越多。

**问:** 怎样知道是否该付小费给临时帮手?

**答:** 这应该在请帮手的时候就问清楚。各个地方付酬的方式不一样,这也取决于当地有关机构的规定。有的机构开一张服务费清单,不希望付小费,有的则在清单上标明可以付小费。有的机构向您收服务费,但要求您直接付给侍者,这样,如果您愿意的话,就可以在付酬时把小费包括进去了。

如果您不是通过劳务机构而是自己雇用临时帮手的话,那就在他离开时按事先的约定付酬,包括您认为他的工作满意而付的小费。无论哪种方式,最重要的一点就是,一开始就把付款的方式和数量商定,以避免任何不愉快和尴尬的局面。

**问:** 选择客人有哪些准则?

**答:** 首先应考虑的是邀请彼此间可能感兴趣的客人。这就有点像列礼物单时,您考虑的是哪位受礼者可能会喜欢哪件礼物,而不是您自己喜欢什么。在安排座位时要记住客人的喜好——不要把两个

—avoid seating two people next to one another who are on opposite sides of a controversial issue. Should they argue, their controversy can be embarrassing and spoil the evening for other guests.

*Q. Can you offer any suggestions for choosing the menu for a dinner party?*

A. First, one should always try to choose a well-balanced meal; an especially rich dish is balanced by a simple one, never served with another rich dish. Second, consider the appearance of the food you serve so that every food is not white—creamed soup, breast of chicken, cauliflower and mashed potatoes, for example, or green—spinach soufflé, asparagus and lettuce salad. Third, combine flavors well so that every dish is not sweet nor every one spicy.

You should never serve more than six courses—even at the most formal dinner. These courses are:

1. Soup or fresh fruit cup or melon or shellfish
2. Fish course (only if shellfish is not served as a first course)
3. The entrée, or main course (usually meat or fowl, and vegetables)
4. Salad
5. Dessert
6. Coffee

*Q. What considerations affect the selection of wine?*

A. The two most important considerations are that the wine complements the food with which it is served, and that it pleases the palates of the people

在某个有争议的问题上持相反意见的人安排在一起。万一争吵起来，局面将比较难堪，也将破坏其他客人的晚餐。

**问：**对晚餐聚会的菜谱选择有什么建议？

**答：**第一，应该选择搭配得当的菜谱。一道特别油腻的菜后面应该是一道清淡的，而千万不要再上一道油腻的。第二，要考虑到食物颜色的搭配，不要都是一种颜色的。比如，都是白的——奶油汤、鸡胸脯、菜花和土豆泥——或者都是绿色的——如菠菜酥、芦笋和生菜沙拉。第三，菜的味道要搭配开来，不要都是甜的或都是辣的。

即使是最正式的晚餐，也不要超过下面这 6 道菜，它们是：

1. 汤或新鲜的什锦水果或瓜或鲜贝
2. 鱼（只有在第一道菜不是鲜贝时才上）
3. 正菜或主菜（通常是猪肉或禽肉及蔬菜）
4. 沙拉
5. 甜点
6. 咖啡

**问：**选择酒时应考虑哪些因素？

**答：**两个最重要的因素就是：酒要与食物相得益彰，同

drinking it. A high price does not necessarily indicate a superior wine, although it often does.

If you are unsure as to what wine to select, ask the advice of the manager of a wine shop, who is used to these questions and usually has good suggestions, and/or check your cookbooks—often wine suggestions are listed with menu ideas.

**Q.** *What wine goes with which dinner course?*

**A.** Sherry is usually the first wine offered at a dinner, generally with a soup that contains sherry.

A dry white wine is served with fish or with an entrée to which it is complementary.

Red wine is normally served with red meats, duck and game. At less formal dinners, a claret or light red wine may be drunk throughout the meal.

When champagne is the only wine served, it is served as soon as the first course has begun, and then throughout the meal. When other wines are included, champagne is served with the meat course.

**Q.** *Which type of wineglass is used for what wines?*

**A.** Sherry, which is served at room temperature, is poured into small, V-shaped glasses.

White wine, which is served well chilled, is poured into round-bowled, stemmed glasses.



时合客人的口味。价高不一定意味着酒好,虽然很多时候是这样。

如果您不知道该选择哪种酒,可以问问卖酒的老板。他熟悉这样的问题,因而通常能给您提出很好的建议。或者翻翻烹调书,一般上面都有一些酒与菜怎样搭配的建议。

**问:** 哪种酒应与哪道菜搭配?

**答:** 雪利酒通常是晚餐上的第一种酒,一般是与含雪利酒的汤同时上。

干白葡萄酒在上鱼或味道与之适应的主菜时一起上。

红葡萄酒一般在吃红色的肉、鸭肉和野味时用来佐餐。在不太正式的晚餐上,可以从头至尾喝紫红色或淡红色葡萄酒。

如果晚餐只喝香槟酒,那就应该在第一道菜开始时就上香槟,直到晚餐结束。如果还有别的酒,香槟就要和肉菜一起上。

**问:** 哪种酒和哪种酒杯搭配?

**答:** 雪利酒应在室温时饮用,用小的 V 形玻璃杯。

白葡萄酒在冰过之后喝,用圆肚高脚杯。