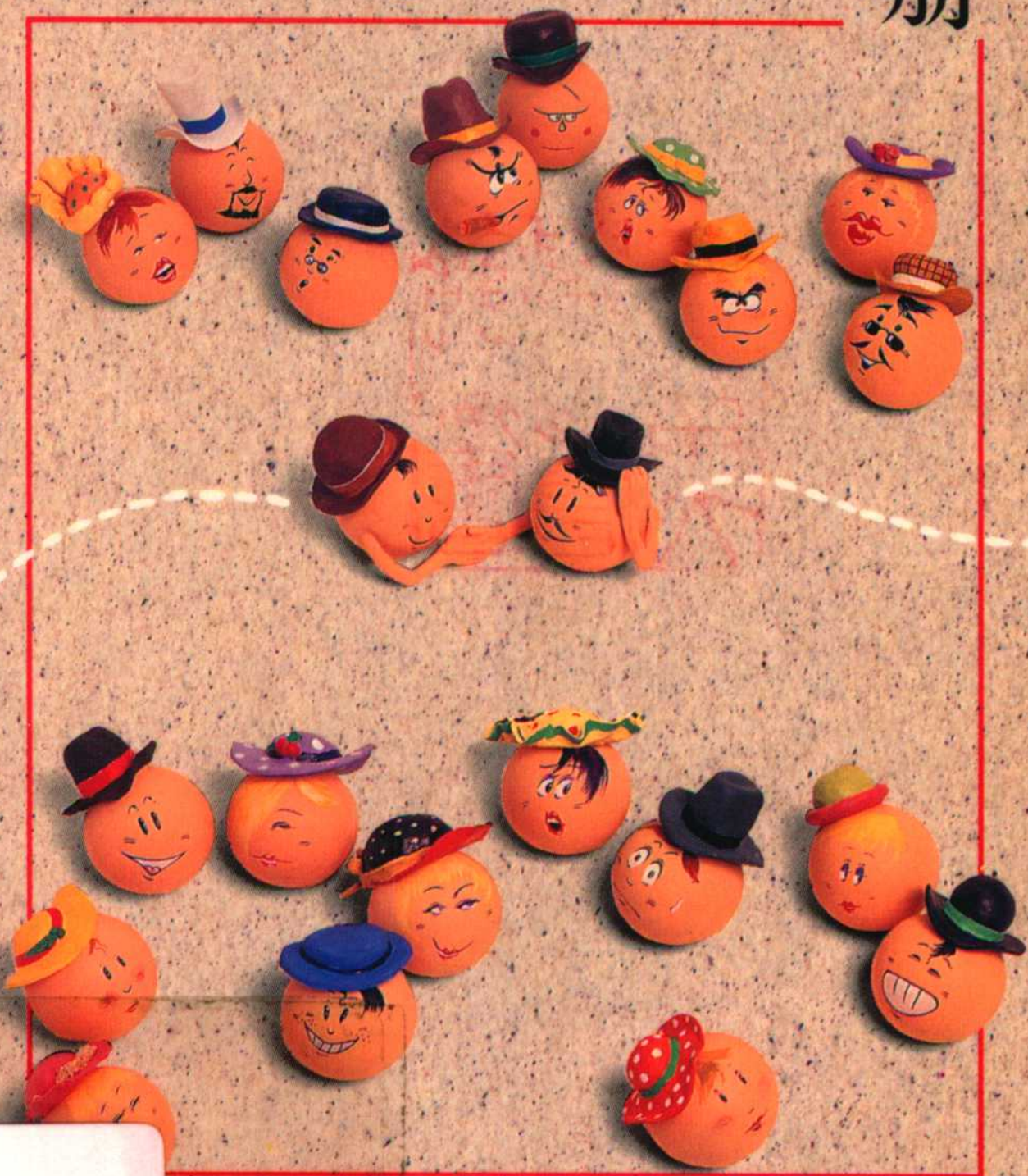


M 現代 MODERN ETIQUETTE

西方社交手冊



Gilgallon & Seddon
The Commercial Press

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Modern Etiquette
現代西方社交手冊

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出 版 者—商務印書館(香港)有限公司

香港鰂魚涌芬尼街2號D僑英大廈

印 刷 者—美雅印刷製本有限公司

九龍官塘榮業街6號海濱工業大廈4樓B1

版 次—1990年9月香港第1版第1次印刷

© 1988 Text & illustrations Ward Lock Limited

© 1990 English-Chinese edition

The Commercial Press (Hong Kong) Limited

ISBN 962 07 5115 9

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by
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**Translated by
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INTRODUCTION

The gentle mind by gentle deeds is known: for man by nothing is so well bewray'd, as by his manners.

Edmund Spenser (1552-1599)

Although the days of rigid etiquette have passed, Spenser's words are still true; men and women are judged by their behaviour. Modern etiquette has its conventions but there are very few hard and fast rules. The basis of all good manners is consideration for others and an understanding of how they would like to be treated.

Unfortunately it seems that life is increasingly lived according to the gospel of go-getting, which means putting others well down the list of life's priorities. This is a short-sighted attitude as good manners are based on common sense and are designed to oil the wheels of society, making life easier and more comfortable for everyone. Ignore them and you may be seen to lack common sense, kindness and knowledge.

Needless to say, everyone, including the most thoughtful, occasionally make gaffes. Those who are the most confident carry off such embarrassing situations with panache, using their wit and

序 言

美好的心靈體現於幽雅的行爲，
因為沒有甚麼能比一個人的舉止風度，
更好地揭示其品格。

埃得蒙·斯賓塞（1552—1599）

雖然講究嚴謹禮節的時代已經過去了，但是斯賓塞這句話至今仍然正確。無論男女，人們都是根據他們的行爲下評價的。現代禮儀雖有慣例可循，但是一成不變的規則卻甚少。良好舉止風度的基本原則，就是爲他人着想，以及體察別人喜歡得到怎樣的對待。

令人遺憾的是，人們在生活中似乎越來越傾向於只求索取，不講給予；只顧自己，不理他人。這是一種短視的態度，因爲良好的風度是建基於人之常情的，它是社會之輪的潤滑劑，能使到每個人的生活都變得更輕鬆愉快。如果忽視了禮貌，你便會顯得不懂人情世故，以及欠缺善意和知識了。

不用說，每一個人（包括考慮很周到的人）偶爾也會失禮。但那些充滿自信的人，卻能利用他們的機智和幽默去補救因自己一時失禮而出現的尷尬

good humour to navigate between the bricks they've dropped. In *Modern Etiquette* we have looked at today's possible bricks and shown how to avoid dropping them.

NB. We have not always used both masculine and feminine words in appropriate contexts, this is for reasons of brevity, not sexism.

Barbara Gilgallon and Sue Seddon 1988

局面，化險爲夷。在《現代西洋禮儀》一書中，我們探討了現代社會中可能出現的種種失禮行爲，並展示了防避的方法。

附註：我們並沒有在本書貫徹地兼用男女性別用語，這是爲了行文簡潔，而不是性別歧視，讀者們請注意。

巴巴拉·吉爾加倫

蘇·塞頓

一九八八年

EATING, DRINKING & TABLE MANNERS

At Home

. . . a good dinner and feasting reconciles everybody.

Samuel Pepys

Sharing a meal with friends is one of the great pleasures of life. It is, however, best to be organized, whether it's an informal supper with close friends who won't mind if the cutlery doesn't match, or a more formal occasion when you're out to impress. Guest and host can relax more if things go smoothly and each knows what is expected of them.

Invitations

Unless it's a very formal occasion most invitations to dinner are made by telephone. Close friends can be asked at short notice but it's best to ask people some ten days in advance, or three weeks if you want to be certain of their company. If your friends are absent-minded, remind them by 'phone or postcard near the date. Make

吃、喝及用餐禮節

在 家 裏

……一次美好的聚餐能使大家融洽。

塞繆爾·佩皮斯

與朋友們共享一頓美食，是人生一大樂趣。不過，請客吃飯這件事最好還是要安排妥當，無論是與一些不介意刀叉是否配套的親密朋友吃便飯，還是一次正式的、要給人留下良好印象的宴會，都應如此。如果諸事順遂，每個人都知道自己應該做甚麼，那麼賓主都會感到輕鬆愉快。

邀 請

除非是非常正式的宴會，大部份情況下都是打電話邀請，親密的朋友可以只預早少許時間通知，但一般客人最好提前十天左右邀請。如果你想確保他們能來，最好提前三個星期邀請。如果你的朋友善忘，可在宴期臨近時打電話或發明信片提醒他們。作邀請要清楚，日期、時間以及聚會的性質都

the invitation clear — date, time and the sort of evening it will be, so that your guests will arrive at the right time wearing suitable clothes and with some idea of who the other guests will be. Make the invitation definite; don't expect people to turn up if you've just mentioned it in passing.

How many?

How many guests you ask depends on you, the occasion, the size of your table and your budget. It has been the custom to invite even numbers so that everyone has someone to talk to at the table but odd numbers or more men than women and vice versa simply don't matter. The important thing is to invite friends because you want them to be there — don't worry if the numbers or the sexes are not even.

What time?

Dinner usually begins between eight and nine o'clock. You can eat later but if it's a weekday or friends have to get back for a babysitter, guests may have to leave before midnight. The invitation can be 8 pm for 8.30 pm, which means that you'd like people to arrive from 8 pm onwards and dinner will begin at 8.30 pm. You can also invite people for a specific time, in which case you should serve dinner half-an-hour later and guests should arrive within twenty minutes of the given time.

要清楚通知。這樣你的客人就可以適時到達，穿着恰當，並且略知可能會有其它甚麼客人。邀請要作得明確肯定；如果你只是順便說一聲，那就別指望人家會來。

邀請多少人

邀請多少客人由你自己決定，應根據聚會的性質、你家餐桌的大小和你打算花多少錢來定。習慣上邀請客人要成雙數，因為這樣每個人在餐桌上都會有說話的對象。但是即使客人是單數，或者男賓比女賓多或正好相反，也不要緊，重要的是要請那些你希望他們能出席的朋友，不要為人數或男女賓客是否相等而操心。

甚麼時間

晚餐一般在八時至九時間開始。你們可以吃得晚一點，不過，如果不是周末，或者朋友們必須趕回去帶小孩，那麼客人也許要在午夜前離開了。邀請可以用“晚上八時恭候，八時半入席”的形式；也可以給人一個確定的宴會時間。在後者的情況下，應該在指定時間半小時後舉行晚餐，而客人應該在指定時間之後的二十分鐘以內到達。

Arrivals

Guests should not arrive early. Anyone who has ever entertained knows that five minutes before guests are due to arrive, hosts are often scrambling into their clothes, running to the off-licence for forgotten tonics or scooping a culinary disaster from the kitchen floor. It's perfectly all right to arrive ten minutes before dinner is served — no later or you'll endanger the food.

Late arrivals

If you know you're going to be late, ring up, apologize and say when you hope to arrive. The host then knows whether to wait for you or to carry on with dinner so that the food isn't ruined. If guests are very late or don't give warning, the host should go ahead and serve dinner so that the food is at its best and the other guests don't get too hungry or drunk.

China

If you live in a stately home your table will be large enough to carry an elaborate dinner service. If you don't, then only the essentials will fit on to the average table dinner plates, side (butter) plates, soup (if you're serving it) plates or small plates for the first course, a large serving dish for the main course and vegetable dishes.

到達時間

客人不應過早到達。任何招待過客人的人都知道，往往在客人快到前的五分鐘，主人才匆忙穿好衣服，或臨時奔向零售酒舖去補購忘了買的飲料，或在收拾倒翻在廚房地板上的東西。在晚餐開始前十分鐘到達是完全可以的——不要再晚了，不然你會令到宴會的食物煮得老壞了。

遲到

如果你知道自己將要遲到，便先打個電話向主人道歉，並說明打算甚麼時候抵達。這樣主人就可以衡量應選擇等候你還是按時開始晚餐，以免糟蹋飯菜。如果有的客人很晚才來或沒有事先通知要晚來，主人應該按計劃開始晚餐，這樣不但可以及時享用佳餚，同時也不致別的客人餓過了頭或喝醉了酒。

瓷餐具

如果你家居豪華寬敞，你當然會有一張足夠擺下大套餐具的大餐桌。如果不是，那麼餐桌擺上最基本的東西就夠了：餐碟、黃油碟、湯碟（如果有湯的話）或頭盤碟、主菜碟和蔬菜碟。

Cutlery

Depending on the menu, you will need appropriate cutlery for the first course, a knife and fork for the main course, a spoon and fork for the pudding and a knife for butter/cheese. Fish knives and forks and soup spoons are a help but if you don't have them, a bit of unobtrusive washing up between courses will cover the gaps. Serving spoons are essential, as is a sharp carving knife. A blunt knife is difficult to use and will make the meat you are carving look tough.

Glass

Wine buffs cringe if there isn't a separate glass for each wine served. If you entertain by the book, you will have to provide (and find space on the table for) glasses for sherry, white wine, red wine, champagne, water, liqueurs, brandy and port. Today, most people serve only one wine and guests often prefer to stick either to red or to white wine so that only one glass is needed. If you are serving water, or port and liqueurs, the glasses can be brought to the table when needed.

刀 叉

要根據菜單來定，你要有配合頭盤的餐具、主菜用的刀叉、布丁匙和叉、黃油刀和乾酪刀。有吃魚用的刀叉和湯匙最好，但如果沒有，在上菜之間悄悄地把用過的餐具洗淨後再用，也可以彌補這一不足之處。分菜用的匙當然是必備的餐具，一把鋒利的切肉刀也同樣不可缺少。一把鈍刀不僅不好用，還會使肉好像因為老而切不動。

酒 杯

愛喝酒的人看到用同一酒杯上不同的酒就會掃興。如果你按規矩請客，就得備有各種酒杯，並且要在桌子上留出放杯子的地方。包括盛雪利酒、白酒、紅酒、香檳、水、利喬酒、白蘭地和砵酒的杯子等等。如今，大多數人家只上一種酒，而客人往往只喜歡固定喝紅酒或白酒，這樣只需一種酒杯就夠了。如果你要給水，或者砵酒和利喬酒，可以在需要用時再把該種杯子擺到桌子上。