

**Many of life's failures are people who did not realize how close they were to success when they gave up. – Thomas A. Edison**

### **Meeting Etiquette**

- . When introduced expect to shake hands.
- . Once a relationship is established, men may embrace and pat each other on the shoulder.
- . Female friends kiss each other on both cheeks, starting with the left.
- . People are often referred to as Don or Dona and their first name when in formal occasion as a general rule.
- . Many men use a two-handed shake where the left hand is placed on the right forearm of the other person.

### **Dining Etiquette**

- . If invited to a Spaniard's home, you can bring chocolates, pastries, or cakes; wine, liqueur, or brandy; or flowers to the hostess.
- . If you know your hosts have children, they may be included in the evening, so a small gift for them is always appreciated. .

### **Table manners**

- . Remain standing until invited to sit down. You may be shown to a particular seat.
- . Always keep your hands visible when eating. Keep your wrists resting on the edge of the table.
- . Do not begin eating until the hostess starts.
- . Use utensils to eat most food. Even fruit is eaten with a knife and fork.
- . If you have not finished eating, cross your knife and fork on your plate with the fork over the knife.
- . The host gives the first toast.
- . An honored guest should return the toast later in the meal.
- . It is acceptable for a woman to make a toast.
- . Indicate you have finished eating by laying your knife and fork parallel on your plate, tines facing up, with the handles facing to the right.
- . Do not get up until the guest of honor does.

Hello: Hola!

Goodbye: Adiós!

Yes: Si

No: No

Please: Por favor

Thank you: Gracias

Your'e welcome: De nada

Excuse me: Perdón

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