There are usually three copies of the Food Order.

Mary gave one copy of the food order to the hot kitchen...
...
...where the hot food is prepared.
She left the second copy with the cold kitchen for the salads and other cold dishes.

She kept the last copy for herself.
Mary collected the special knives and forks for steak and fish.
She also put a full bread basket and a butter dish on her tray.
The bread basket contained rolls, slices and sticks of wholemeal and white bread.

At the table, she checked her copy of the food order...
...and replaced some of the existing cutlery with steak and fish knives and forks.
Mary placed the basket of bread and the butter dish in the centre of the table.

**Key Vocabulary**

**VERBS**
- collect
- contain
- keep
- leave
- place
- prepare
- replace

**NOUNS**
- bread
- butter
- centre
- course
- cutlery
- dish
- edge
- kitchen
- roll
- shape
- slice
- stick

**OTHERS**
- blunt
- cold
- existing
- flat
- full
- hot
- sharp
- special
- thin
- wholemeal

**For Special Attention**

- *hot and cold kitchens* – most restaurants prepare hot and cold food in separate kitchens
- A *steak knife* has a very sharp edge to make it easier to cut the meat.
- A *fish knife and fork* have a different shape from the usual cutlery. The knife edge is also more blunt.
- *slice* = a thin, flat piece of something, e.g. bread, cake, meat
- *roll [bread]* = a round piece of bread
- *wholemeal* = flour that is made from the whole grain of wheat including the husk
- *replace* = change one thing for another
Refilling Water Glasses / Lighting Cigarettes / Changing Ashtrays

Mary brought a water jug to the table...
...and topped up the half empty water glasses.
She kept one arm behind her back as she worked.
A guest was going to smoke a cigarette.
Mary took a lighter out of her apron pocket...

...and lit the cigarette for him.
She noticed that the ashtray had more than two cigarette butts in it...
...so she brought a clean ashtray on a tray to the table.
Holding the tray in her left hand, she placed the clean ashtray over the used one...

...and lifted both ashtrays onto her tray.
She then put the clean ashtray back on the table.

Restaurant Etiquette

- Stand to the right of guests when removing or placing anything in front of them.
- Say, "Excuse me" if you have to reach across a guest.
- Keep your left arm behind your back while performing any task with your right hand.

Key Vocabulary

<table>
<thead>
<tr>
<th>VERBS</th>
<th>remove</th>
<th>top up</th>
<th>lighter</th>
<th>to the right used</th>
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<tbody>
<tr>
<td>bring</td>
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<td>refill</td>
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NOUNS

- apron
- arm
- ashtray
- back
- butt
- etiquette
- jug

OTHERS

- behind
- clean
- full
- half-empty
- onto
- over

For Special Attention

- water jug = [US] a pitcher of water
- top up = fill up a partly empty container
- cigarette butt = the short piece that is left of a cigarette after it has been smoked
- etiquette = the rules that tell you the correct and polite way to do things
- stand to the right of someone = stand on a person's right hand side
- reach across someone = stretch your arm in front of the person
1. All the workers are busy doing something in this restaurant.

   (A) Choose an action word (verb) from the right that tells you what each worker is doing. Write in the verb next to the waiter's number below.

   (B) Make sentences with these verbs.

   replacing
   lifting
   collecting
   removing
   topping up
   placing
   bringing
   preparing
   lighting
   reaching across

---

1. He is collecting glasses from the waiter's station.
2. Find the word pairs that are opposites.

sharp | full | right | clean
over | used | left | under
blunt | behind | cold | hot
empty | round | in front of | flat

right/left

3. Solve the word puzzle with the help of the following clues. Choose from the words below. Take care! You only need ten of the sixteen words.

1. Food is prepared in this place.
2. You wear this over your clothes to keep them clean.
3. This is made from milk. You can spread it on bread.
4. A part of your clothes. You can keep things in this.
5. A container for liquid e.g. milk, water, juice.
6. This produces a small light.
7. The end piece of a cigarette.
8. This type of bread is light brown in colour.
9. You use this when you smoke a cigarette.
10. A thin, flat piece of something.

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butter | shape | kitchen | apron | course
jug | slice | basket | lighter | dish | pocket
| wholemeal | butt | stick | ashtray | edge

4. Discuss these questions with your trainer or partner.

1. Why do most restaurants have separate kitchens for preparing hot and cold food?
2. What are some examples of good restaurant etiquette?