

PLANNING AND WRITING THE MENU

Menu Planning

In planning a menu decide first on the main dish, then select accompanying dishes and finally the dessert if appropriate.

A well planned menu:

- Contains a variety of foods to meet the nutritional needs of those for whom it is planned. (Follow the Food Guide Pyramid to include all the food groups)
- Is attractive, with a variety of colors, textures, and flavors
- Is suitable for the occasion/meal.
- Is readily prepared and easily served with equipment on hand.
- Shows wise use of money and time.
- Utilizes foods in season.



Writing the Menu

1. List the foods in the order in which they are eaten.
Not every menu will include all of the foods listed.

Appetizer
Main Dish
Starchy vegetable
Other vegetable
Salad
Bread
Dessert
Beverage

Example:

Broiled Ham
Grilled Pineapple Slices
Cole Slaw
Hot Gingerbread with Applesauce
Coffee Milk

2. Use capitals for all words except articles, conjunctions, and prepositions.
3. When an item on the menu has an accompaniment, place the main item to the left and the accompaniment to the right.. *Example:*
Hot Gingerbread with Applesauce
4. When a food is commonly prepared in more than one way, avoid confusion by describing the method of cooking, such as:
Roast Turkey French Fried Potatoes
5. List each food, with the exception of butter, cream, sugar, or salad dressing, unless it is something special.
Example:
Sour Cream Dressing
6. List the beverage last.
7. Plan the spacing and arrangement of the items on the menu so that the written menu is symmetrical.

Recipe & Menu Planning



WRITING RECIPES

There are four main ways that recipes are written:

Standard Form:

1. List all ingredients first.
 - A. List just what is needed to make the recipe.
 - B. If ingredient is modified, the exact measurement is given.
 - C. Ingredients are listed in order of use.
2. The method follows in paragraphs or steps.
3. This form is excellent for recipes containing many ingredients.

Waffles

1 3/4 C. sifted flour	1 1/4 C. milk
3 tsp. baking powder	1/2 C. melted shortening
1/2 tsp. salt	2 stiffly beaten egg whites
2 beaten egg yolks	

Preheat waffle iron. Sift dry ingredients. Combine egg yolks, milk, and shortening, combine with dry ingredients. Fold in egg whites. Bake in hot waffle iron. Makes 8 waffles.

Narrative Form:

1. Includes the amounts of ingredients with the method.
2. Especially suited to short recipes or those with few ingredients.
3. Hard to follow but uses least amount of space.

Waffles

Preheat waffle iron. Measure out 1 3/4 C. of sifted flour. Add 3 tsp. baking powder and 1/2 tsp. Salt and sift again. Separate the egg yolks from the whites of 2 eggs. Beat the yolks slightly. Add to the yolks 1 1/4 C. milk and 1/2 C. of melted shortening. Stir the liquid ingredients into the dry ingredients. Beat the 2 egg whites until stiff but not dry. Fold the egg whites into the batter. Bake in a hot waffle iron. Makes 8 waffles.

Action Form:

1. This style combines narrative action with listed ingredients.
2. Takes more space but is easy to follow.
3. Ingredients are described in the same way as in the standard form.

Waffles

Preheat waffle iron.
Measure and sift together in mixing bowl:
1 3/4 C sifted flour
3 tsp. baking powder
1/2 tsp. salt
Mix together:
2 beaten egg yolks
1 1/4 C. milk
1/2 C. melted shortening
Stir liquid ingredients into dry ingredients.
Fold in 2 beaten egg whites.
Bake in hot waffle iron.
Makes 8 waffles.

Descriptive Form:

1. Each ingredient is followed by the necessary modification so the cook may readily see the ingredients needed.
2. Amounts of ingredients are listed in a separate column.
3. Each step is a separate paragraph.
4. This is a newer form and is very easy to follow.

Waffles

Flour, sifted	1 3/4 C.	Preheat waffle iron.
Baking Powder	3 tsp.	Sift dry ingredients into bowl
Salt	1/2 tsp.	Combine egg yolks, milk & shortening
Eggs, separated	2	Stir liquid ingredients into dry
Milk	1 1/4 C.	Fold in egg whites which have been beaten until stiff but not dry.
Shortening, melted	1/2 C.	Bake in hot waffle iron.

Characteristics Of A Good Recipe

1. Accurate
2. Complete
3. Simple and clear
4. It should be concise
5. List all the ingredients in the order used.
6. Give exact measurements in the easiest unit of measure.
7. Do not abbreviate unless necessary because of space limitations
8. Use weights for meat when helpful.
9. Use weight or fluid measure of canned goods.
10. Specify type of ingredient as kind of flour, fat, etc.
11. Use short sentences and clear, simple directions
12. Give word pictures if helpful such as foamy, syrupy, thickness, etc.
13. Give methods that are accepted procedures.
14. Specify size of pans or casseroles.
15. Give two tests for doneness if possible such as thermometer and a general test.
16. Give total yield or number of servings of a certain size.

Information compiled by :
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