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A guide to twenty-first-century manners for young professionals covers topics ranging from cellphone and e-mail etiquette to fine

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dining and making introductions, in a work that includes commentary from the author's granddaughter.

From the world-renowned etiquette expert and her granddaughter, Liv Tyler, an elegant guide to 21st-century manners and etiquette for professionals who want to be confident and successful in the business and social arenas. Developing good etiquette and manners is an important investment in your future. They allow you to feel at ease in any situation--and give you the polish and confidence to become a leader. Etiquette expert Dorothea Johnson's essential dos and don'ts address both 21st-century and classic questions, including:

- * acing job interviews
- * giving confident handshakes
- * making conversation
- * proper business attire and meeting protocol
- * e-mail etiquette, including what to post--or not--on social media
- * how to deal with rude cell phone users
- * conducting a meeting at a restaurant
- * attending business or social events
- * table manners

With style, wit, and delightful commentary throughout from her granddaughter, Liv Tyler, on everything from being a good guest to finding a balance with technology, *Modern Manners* is the must-have guide to ensure your success.

An ultimate guide to real-world manners by a respected etiquette coach incorporates guidelines that address the unique needs of

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today's world, including privacy, personal interaction with diverse cultures and using electronic devices during meals.

The founder of The Plaza Hotel's Finishing Program spills her insider knowledge to help you become instantly more polished. In her debut book, *Modern Etiquette Made Easy*, the Queen of Good Manners Myka Meier takes formal etiquette that she learned while training under a former member of the Queen of England's household and breaks it down into five easy steps to help you feel 100 percent confident in the areas of social, dining, business, and networking etiquette. In this refreshingly entertaining etiquette guide, Myka combines her passion for etiquette and love of humor to share tips that are sure to give you a competitive edge in both your social and professional life. Through easy-to-follow chapters and relatable lessons, you'll learn how to: Create the best first impression Become the most coveted party guest Network like a pro Practice good table manners And much, much more! Perfect for everyone who's ever gone for the cheek kiss as the new acquaintance offered a handshake, or hobbled home from a networking event in stilettos. Fitting for messy-bun millennials who find themselves suddenly adulting without a clue, or mid-career professionals hoping to revamp their image. Or really, for anyone at all—at the end of the day, we could all use some more respect and kindness, and Modern

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Etiquette Made Easy offers advice and insight like a friend. Pinkies down!

An "extremely funny" take on the decline of civility, from the #1 New York Times–bestselling author of *How the Hell Did This Happen?* (The Plain Dealer). In *Modern Manners*, cultural guru P. J. O'Rourke provides the essential accessory for the truly contemporary man or woman—a rulebook for living in a world without rules. Traditionally, good manners were a means of becoming as bland and invisible as everyone else, thus avoiding calling attention to one's own awkwardness and stupidity. Today, with everyone wanting to appear special, stupidity is at a premium, and manners—as outrageous and bizarre as possible—are a wonderful way to distinguish ourselves, or at least have a fine time trying. This irreverent and hilarious guide to anti-etiquette offers pointed advice on topics from sex and entertaining to reading habits and death. With the most up-to-date forms of vulgarity, churlishness, and presumption, the latest fashions in discourtesy and barbarous display, O'Rourke is our guide to the art of incivility. "Modern Manners is O'Rourke doing what he has always done: making hilarious, insightful, often vicious fun of the world and all its inhabitants." —People "A reader who rushes through [Modern Manners] from cover to cover—like I did—will feel like a child who has gorged on chocolate cake:

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happy, but a bit disappointed that it's all gone. The reason O'Rourke's book is so successful, however, is not just his great sense of humor. O'Rourke's writing has a cutting edge behind it, which makes a reader's laughter just a bit thought-provoking, and just a bit rueful . . . Very funny." -Chicago Tribune

A primer of modern social manners covers such areas as using a cell phone in public, navigating a shopping cart in a crowded grocery aisle, dealing with road rage, positioning oneself in an elevator, and observing e-mail etiquette. Original. 20,000 first printing.

The secret to self-confidence is to know and understand the rules of social engagement before you're in the middle of an uncomfortable situation. Do you know how to: Pick the right fork? Shine at a networking event? Write a Thank you Note? Shake hands? RSVP to an invitation? Say no to a request for a favor? Use social media with clarity? Behave at a sporting event? Say the perfect thing at a funeral? Smoke a cigar in public? Etiquette isn't just something you need on formal occasions. It's a blueprint for how to behave every day, in every situation, to make interactions between people smooth and pleasant, with no ruffled feathers, misunderstandings or hurt feelings. It helps you smoothly transition from college

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to corporate life, and from professional obligations to personal ones. Etiquette doesn't exist to add a layer of extra rules to life—it's there to guide us to treat each other with kindness and consideration in our personal and professional lives.

From the most trusted name in advice comes a fresh, contemporary guide to modern manners dilemmas. *Minding Miss Manners: In an Era of Fake Etiquette* is a modern guide to modern manners. Facing down the miscreants purveying false etiquette rules (no, you may not wait a year to send a thank-you note for a gift and yes, in an age of social-media-encouraged over-familiarity you can politely refuse to answer nosy questions), Miss Manners guides you through these turbulent times with her timeless wisdom and archly acid wit.

An authoritative and witty guide to modern table manners for all occasions by one of the world's most acclaimed chefs and restaurateurs *Table Manners* is an entertaining and practical guide to manners for everyone and every occasion. Whether you are a guest at a potluck or the host of a dinner party, a patron of your local bar or an invitee at a state dinner, this book tells you exactly how to behave: what to talk about, what to wear, how to eat. Jeremiah Tower has advice on everything: food

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allergies, RSVPs, iPhones, running late, thank-yous, restaurant etiquette, even what to do when you are served something disgusting. With whimsical line drawings throughout, this is "Strunk and White" for the table.

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