

# The Complete Idiot s Guide to Modern Manners Fast-track

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### Reviews

Great eBook and useful one. We have go through and i also am certain that i am going to likely to read through yet again once more in the foreseeable future. Your lifestyle period will likely be transform once you comprehensive looking over this book. (Carter Haag)

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## THE COMPLETE IDIOT S GUIDE TO MODERN MANNERS FAST-TRACK



ALPHA BOOKS, United States, 2012. Paperback. Book Condition: New. 208 x 137 mm. Language: English . Brand New Book. Technology is changing society faster than anyone could have imagined even a few short years ago. People share intimate details to hundreds of acquaintances online, yet they are stumped when it comes to writing a simple thank-you note. They talk, text, and surf on their phones constantly but seem oblivious to the needs of the people who are right in front of them. The Complete Idiot s Guide(r) to Modern Manners, Fast Track, helps people navigate the uncertain waters of modern social behavior and gives them tips for overcoming the most common miserable moments they re likely to encounter. In it, readers learn how to: Make a good first impression in person, over the phone, in print, and online. Practice good table manners in a world of buffets, informal meals, and a proliferation of restricted diets. Get along with neighbors and their pets, kids, habits, and hobbies. Maintain harmony in the office despite the more casual nature of the workplace. Master the social possibilities of online networking, texting, and smartphones while avoiding embarrassing faux pas. Whip out the old-fashioned pen for written correspondence that makes an impact. Communicate comfortably in person, including small talk, defusing tense situations, and avoiding subjects that are still too uncomfortable for polite conversation. Navigate the difficult situations that arise when traveling and out on the town. Maintain genuine respect for others differences and disabilities. Be the model of manners at celebrations of life s milestone moments, including weddings and births. Get the right answer to all gift quandaries People are busy and no longer have the time or inclination to comb through Emily Post. This quick book helps readers get the answers they need so they...

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