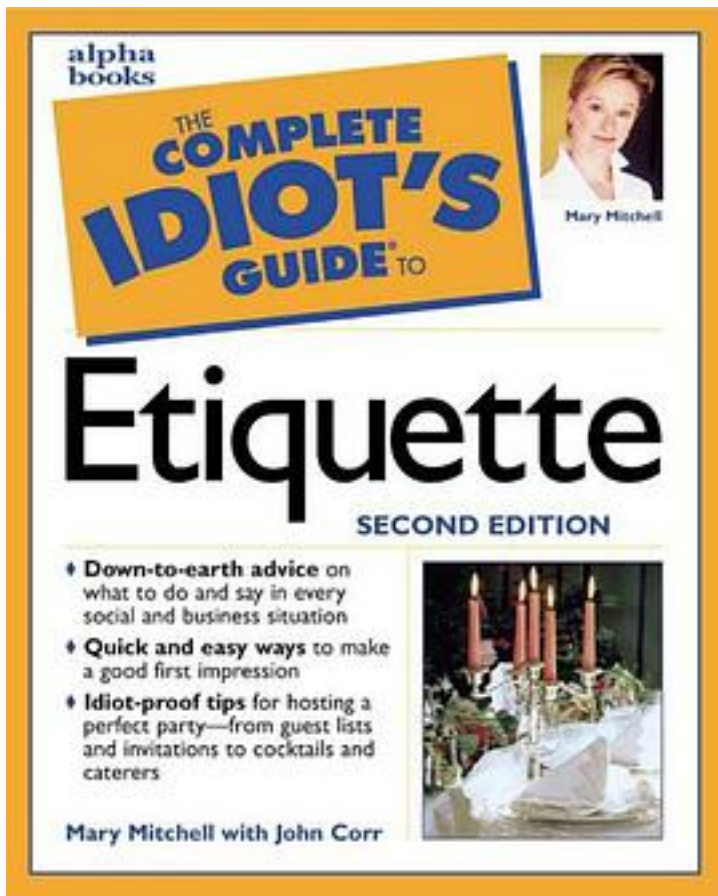


# The complete idiot's guide to Etiquette



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The book presents etiquette by category and is divided into six parts.

Part 1: Dining Etiquette. This section includes the most common dining mistakes,

table settings, how to eat difficult foods, and tips that will help you approach the most daunting dining situations with confidence.

Part 2: Business Etiquette. Business rules are different from social etiquette, as is the whole approach to the subject of manners. Part 2 deals with what to say, how to dress, and how to react to various situations in the world of work, including the new opportunities and potential pitfalls brought about by the ongoing electronic revolution.

Part 3: Correspondence. The pen is still powerful, the age of e-mail notwithstanding.

Part 3 discusses the etiquette of e-mail, the structure and style of letters and notes, appropriate

stationery for different situations, invitations, and addressing people properly.

Part 4: Home Etiquette. Manners for children and young people are discussed here, as well as the problems and pleasures of home entertaining—everything from a casual get-together to a formal dinner.

Part 5: Saying the Right Thing. Here we look at how to deal with conflict and criticism.

We also discuss how to meet and interact with people with disabilities and with people from other cultures, as well as how to give and receive compliments. You'll also learn some tips about how to select and present gifts for various occasions.

Part 6: Fun and Games. This part deals with courteous behavior in the world of sports—everything from yachting to roller blading. Also included are travel etiquette and tips on preparing for and surviving a wedding.

作者介绍:

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