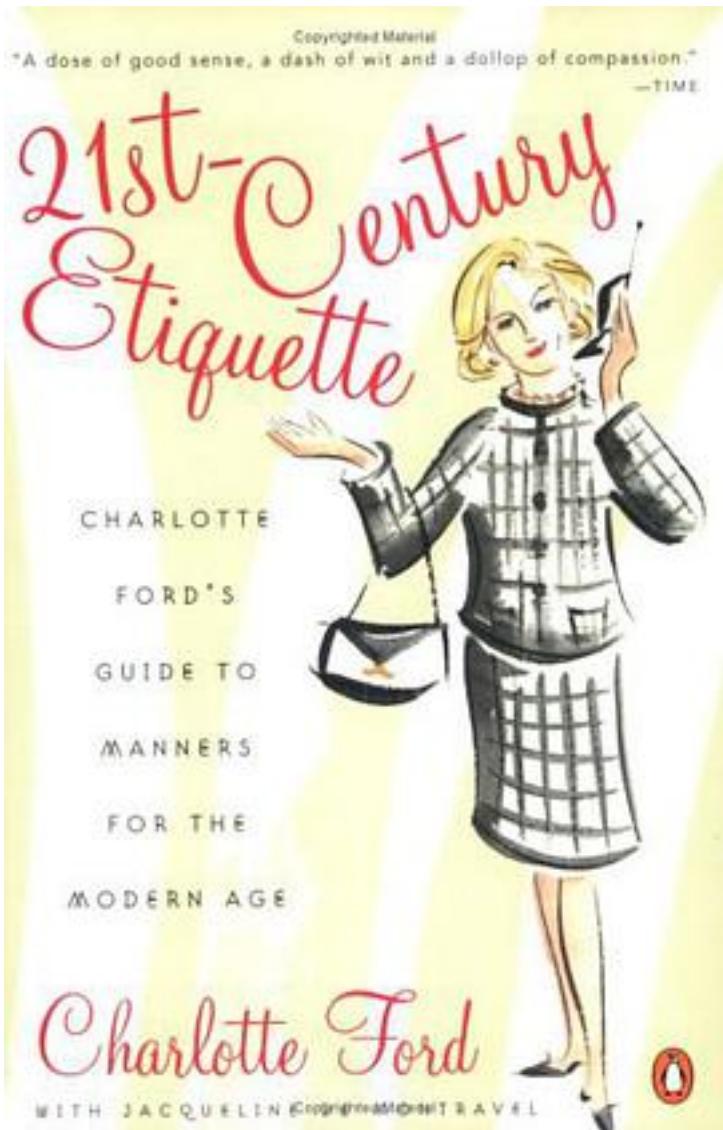


21st-Century Etiquette



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著者:Ford, Charlotte/ Demontravel, Jacqueline

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From high-speed communication to alternative lifestyles, modern life is rapidly rendering old etiquette rules obsolete. In this helpful guide, doyenne of decorum Charlotte Ford takes the mystery out of modern propriety with unstuffy, reliable advice on how to behave and skillfully solve every social conundrum. Ms. Ford tackles cell phone civility, dating and the single life, workplace propriety, dressing appropriately, entertaining, email and other correspondence, handling divorce and other life challenges; as well as everyday etiquette for the gym, smoking, tipping, and more. Readers will welcome Ms. Ford's useful advice, all of which originates in common sense and respect for others.

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