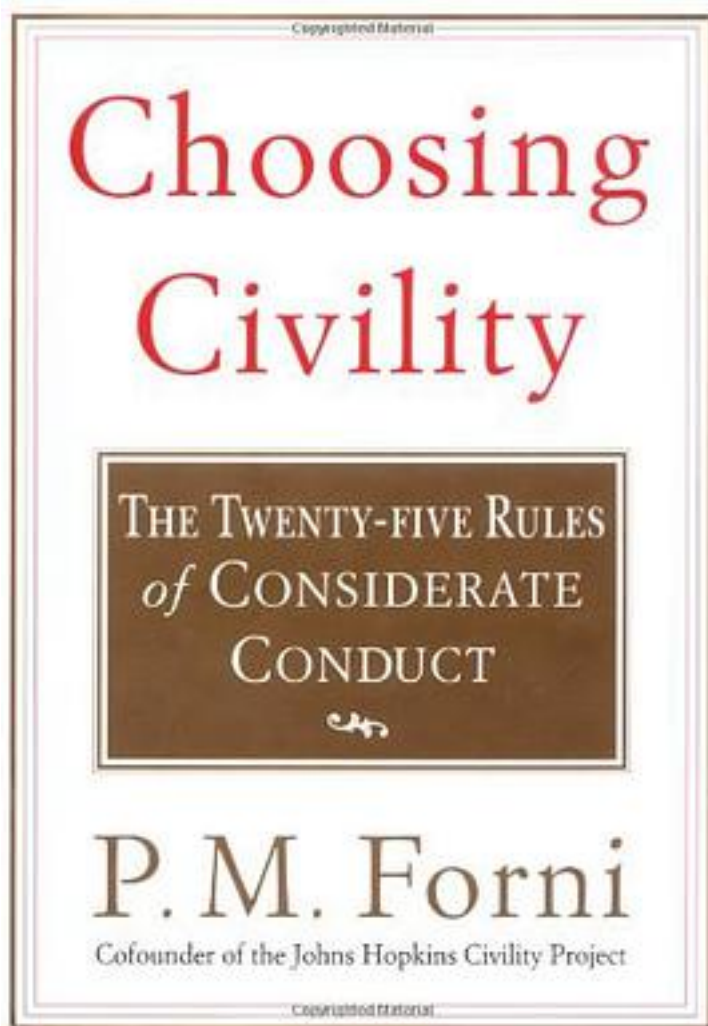


Choosing Civility



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出版者:St Martins Pr

出版时间:2002-2

装帧:HRD

isbn:9780312281182

For most people, thoughtful behaviour and common decency are in short supply, or simply forgotten in hurried lives of emails, mobile phones and multi-tasking. In CHOOSING CIVILITY, civility expert P M Forni identifies the 25 rules that are most essential in connecting effectively and happily with others. Each rule is briefly explained in clear, witty and, well, civilised language. For example: - Think Twice Before Asking Favours - Give Constructive Criticism - Refrain from Idle Complaints - Respect Others' Opinions - Don't Shift Responsibility and Blame - Care for Your Guests - Accept and Give Praise

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