



The Complete Idiot's Guide to Modern Manners Fast-track (Paperback)

By Mary M Mitchell

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...



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