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Etiquette For Dummies

Sue Fox

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Good manners matter – and not just during formal events. Etiquette isn't just about which fork to use or how to hold a teacup. Good manners and etiquette are as important in the supermarket checkout line as they are at a state dinner. They are the key to surviving every human contact with your sense of humor and self-esteem intact. In most cases, it's just a matter of good old "Golden Rule" common sense – do unto others as you would have them do unto you: for example, staying home from a dinner party when you're sick. And yes, sometimes it is about the right fork or the right form address.

Wise, funny, and practical, *Etiquette For Dummies* is just what you need to be on your best behavior in every situation. From office parties to extended families, email to introductions, Sue Fox covers it all in this smart, sassy guide. Among other things, you'll find out how to:

- Be more attuned to the needs and feelings of o thers
- Beha ve considerately in everyday situations
- Communicate graciously at home and at work
- Avoid e-mail blunders and beeper bloopers
- Eat out and entertain with confidence
- Rise to the occasion at weddings and other formal events
- Put others at ease in almost any situation
- Raise well-mannered kids

Once you start it, you'll probably want to read *Etiquette For Dummies* from cover to cover. But you don't have to. This ready reference was designed to let you plunge in anywhere and get what you need on:

- Building better relationships through good etiquette – with family, coworkers, clients, friends, and lovers
- Projecting a positive image with good grooming and body language
- Dressing for formal events
- Entertaining and being entertained
- The ins and outs of dining etiquette – includes a chapter on wine etiquette
- Conducting yourself during special occasions – at home and abroad

Packed with practical tips and examples, this anything-but-prissy primer explains how to behave with courtesy and consideration, whether you're answering your cell phone, opening a gift, attending a bat mitzvah, or addressing your father-in-law.

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Jennie Groth:

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