



A Modern Girl's Guide to Etiquette

Sarah Ivens

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Have you ever felt out of your depth in a social situation? Not known what cutlery to use or how to fend off your boss's advances? This fun but essential 21st Century guide tells the modern girl what to do and how to behave in every situation. A Modern Girl's Guide to Etiquette gives tips, guidance and lively examples on how to be cool, calm and collected when entertaining, when out and about or simply meeting and communicating with others. Packed full of common dilemmas and advice as well as secrets of success and experience, this book is a must-have for every woman. Topics covered include: Basic rules for everyday manners; How to be a cool companion; The art of conversation; Success in the workplace; Sending out the right messages; Eating out; Being the hostess with the mostest; Being the perfect guest; Handling the rude, crude and undesirable

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Wendy Hartnett:

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