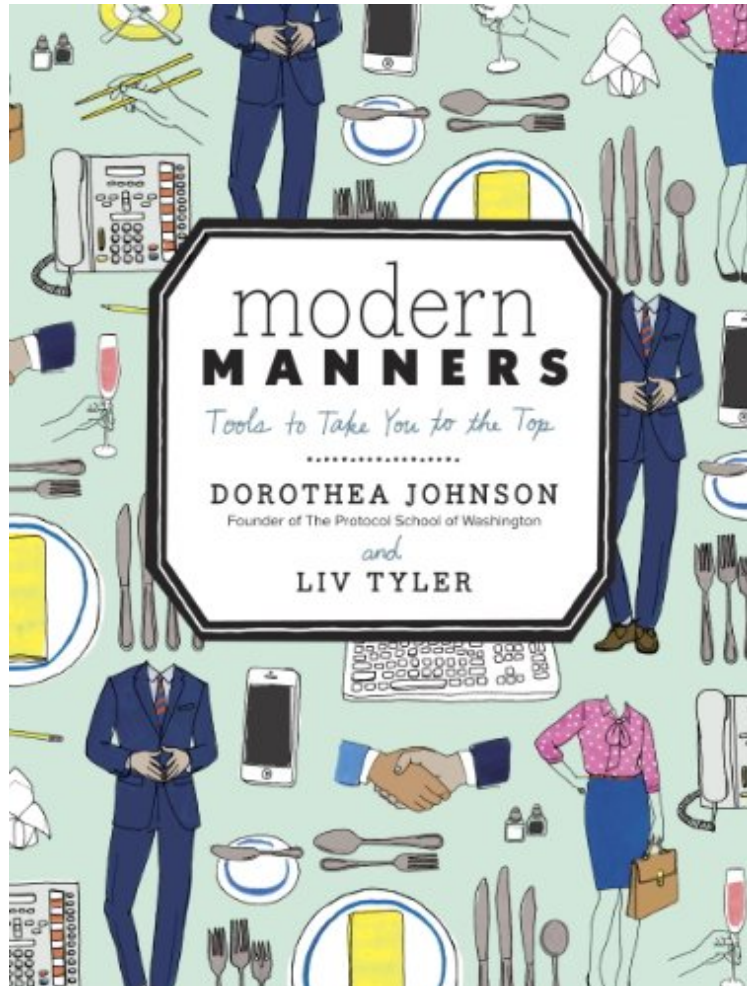


[Free read ebook] Modern Manners: Tools to Take You to the Top

## Modern Manners: Tools to Take You to the Top

*Dorothea Johnson, Liv Tyler*  
audiobook / \*ebooks / Download PDF / ePub / DOC



[Download](#)

[Read Online](#)

#205861 in eBooks 2013-10-29 2013-10-29 File Name: B00CVS44NS | File size: 61.Mb

**Dorothea Johnson, Liv Tyler : Modern Manners: Tools to Take You to the Top** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Modern Manners: Tools to Take You to the Top:

79 of 80 people found the following review helpful. Great SourceBy Kindle CustomerI just received Modern Manners today, and have spent over an hour perusing it. Although I admit I haven't read every word, I am very impressed with the book. The format is pleasing, interesting and makes for a quick reference for many situations. The book, co-authored by a renowned etiquette expert and her granddaughter, covers topics ranging from dress, posture, introductions, how to mingle, and even how to shake hands. These may seem to be very simplistic areas, until you find yourself in a situation and you don't know what to wear, how to introduce your boss to a friend, how to feel comfortable at a social/business function, or dining at a table where there's more silverware in front of you than in your momma's silver drawer! The book also gives relevant information about other cultures including greetings, dining information and conversation distances. All of this being very relevant as international travel and trade increases.

Many of the suggestions in the book not only cover what is proper socially, but gives wonderful suggestions for those who want to make a positive impression in the business world. Manners may not ever go out of style, but they do evolve. Many of the rules from Emily Post and Amy Vanderbilt, even though perfect for their time, are outdated. Ladies, we may still want to be treated special by our husbands, boyfriends, and male friends, but being catered to by men in the business world is not going to help us get ahead. This book addresses this need and shows women how to step up and show ourselves as equals (standing when someone enters, offering our hands for a firm shake, etc.). Don't get the idea from the last comment that this book is just for females, it has beneficial information for all! I think this would be an excellent book for young men and women about to go to college or who are in college and will be entering the business world soon or those already in the business world. 2 of 2 people found the following review helpful. this is a good beginner reference book By bleuSD It covers the basic. The book wasn't as thorough as I'd hope it would be. One of the areas that this book does not cover is business etiquette for those who have to travel by plane with a business associate or solo. What is the etiquette in Business Class? Otherwise, this is a good beginner reference book. 1 of 1 people found the following review helpful. I'm glad I purchased this By Lana This book has a lot of valuable information. I learned about things that I never even considered before... Manners truly do matter. I'm glad I purchased this.

From the world-renowned etiquette expert and her granddaughter, Liv Tyler, an elegant guide to 21st-century manners and etiquette for professionals who want to be confident and successful in the business and social arenas. Developing good etiquette and manners is an important investment in your future. They allow you to feel at ease in any situation--and give you the polish and confidence to become a leader. Etiquette expert Dorothea Johnson's essential dos and don'ts address both 21st-century and classic questions, including: \* acing job interviews \* giving confident handshakes \* making conversation \* proper business attire and meeting protocol \* e-mail etiquette, including what to post--or not--on social media \* how to deal with rude cell phone users \* conducting a meeting at a restaurant \* attending business or social events \* table manners With style, wit, and delightful commentary throughout from her granddaughter, Liv Tyler, on everything from being a good guest to finding a balance with technology, *Modern Manners* is the must-have guide to ensure your success. From the Hardcover edition.

About the Author Founder of The Protocol School of Washington, DOROTHEA JOHNSON has presented seminars and briefings on manners to more than 100,000 individuals worldwide. She has authored five books, including the bestselling *The Little Book of Etiquette*, and has appeared as an etiquette expert on *The Ellen DeGeneres Show*. LIV TYLER is an internationally acclaimed actress, whose films include *Stealing Beauty*, *Empire Records*, *Armageddon*, *That Thing You Do!*, *The Lord of the Rings* trilogy, *The Strangers*, *The Incredible Hulk*, and *Robot and Frank*. She lives in New York City with her son.