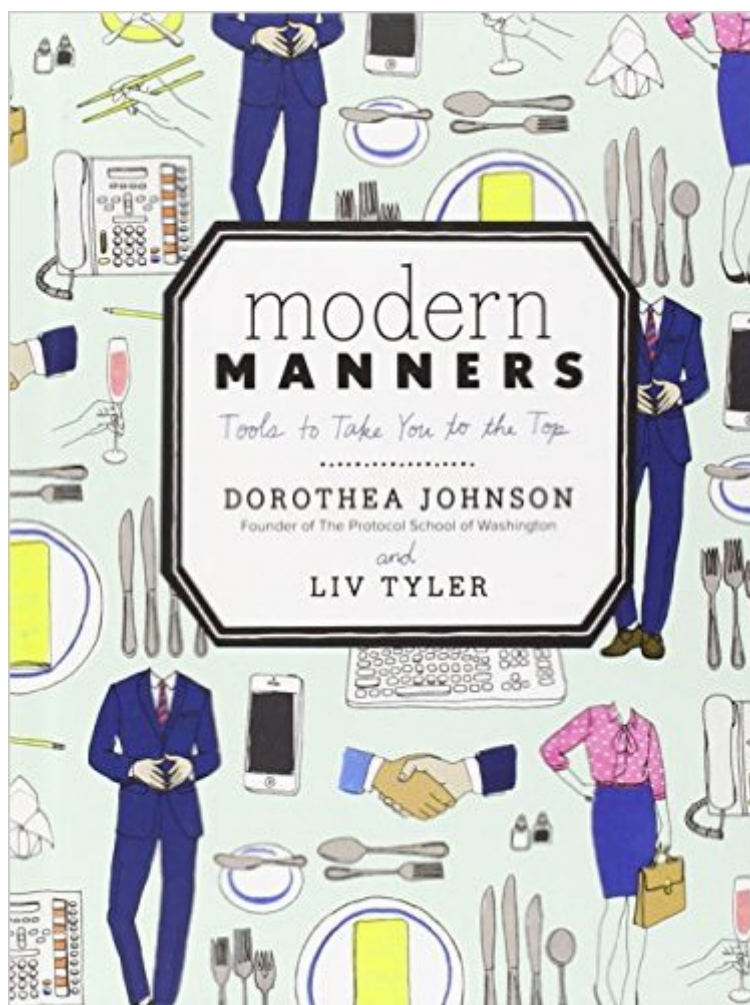


The book was found

Modern Manners: Tools To Take You To The Top



Synopsis

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.Â 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.

Book Information

Hardcover: 176 pages

Publisher: Potter Style; First Edition edition (October 29, 2013)

Language: English

ISBN-10: 0770434088

ISBN-13: 978-0770434083

Product Dimensions: 6.2 x 0.7 x 8.3 inches

Shipping Weight: 1 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 starsÂ Â See all reviewsÂ (129 customer reviews)

Best Sellers Rank: #41,816 in Books (See Top 100 in Books) #20 inÂ Books > Business & Money > Business Culture > Etiquette #33 inÂ Books > Reference > Etiquette > Etiquette Guides & Advice #833 inÂ Books > Business & Money > Skills

Customer Reviews

I 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.

Delightfully written. A perfect guide to figuring out our new and somewhat tricky tech filled environment. Not only hitting on our new world but also embracing our past with the importance of a proper handshake, eye contact and making those around us feel important and appreciated. It will be my go to gift for this season for my friends and their children.

Before I bought it I felt kind of apprehensive because Liv Tyler is a coauthor (I tend to shy away from how-to books written by celebrities) but Liv Tyler's contribution to the book isn't that significant and the blurbs she does have on there are kind of cute. Johnson seems very knowledgeable about the subject. All in all the book is pretty comprehensive. My only major issue is that apart from the basics it does very little to cover social media and email etiquette (so if your looking for advice on that I don't recommend you buy it).

I so much wanted to love this book. I saw Ms. Johnson & Ms. Tyler on The View and I am always wanting to present my "best" to the World, and we all can use a bit of guidance. As a teen that grew up with the Miss Manners columns in the Washington Post I strive to be well mannered, though I often fail. I also was excited to buy a book! and not an ebook. So I forked out the cash. Well, just last night I read it, and was soooo disappointed. At least half of the book is about business etiquette, 1/4 about the infamous "table setting" and the rest about dining ?? I was sorely disappointed and

would sell it BACK to even if for \$5 but I hi-lighted parts in the book. I started off prepared to take notes because I just knew it would be filled w/juicy tips! And it wasn't. The left side gives detailed situation of the rule, then the right side has a dos & don't that simply repeats the previous page. There are little paragraphs that Liv adds, of her real life experience and it just is boring... Actually it's hard for me to pan a book that I'm sure a lot of thought was put into it. But I've got the feeling it was only published because Liv was attached. If you buy this, you are wasting your money. I will be selling it at my next garage sale at a loss since i hi-lighted some of the pages. The publishers also used a pale print, and a thin font, so the book is not easy to read/see. I wanted to like it, and add to my home library but it was a disappointment.

Etiquette is one of those things you don't know you need to know, until you've made an unforgivable faux pas. Also, etiquette is something that no one teaches anymore. Spare yourself the trouble and buy this book. It covers approximately 95% of the situations that someone in their 20s - 40s who does not already know these things will encounter. It is an easy and fast read. There are enough illustrations that you will not be confused about authors' directions. It will just make sense.

I wanted a good book of manners for my 11 year old daughter. Something modern and simple. This is the perfect book for her! It gives her clear direction with some pictures, and a few funny stories. The only downside for us is the chapter on netiquette and social media. I feel it could be longer and give a little more info. But all in all I would give it an A+.

I bought this as a kindle book for \$9.99. It is way overpriced. It only takes about an hour to read and contains mostly a mishmash of tips that pertain to the business world, ie. where to sit at a business lunch, who should go first, etc. Some ideas were new to me so I will probably use it just as a quick reference, but the price of this book as compared to the usable information is quite disappointing.

I give the authors the top rating. I enjoy reading the book. Growing up in the different culture, it is important to learn the proper way to interact with other people in the graceful and respectful way to others. Thank you very much for all practical points that I can start to live my life gracefully in a modern world.

[Download to continue reading...](#)

Modern Manners: Tools to Take You to the Top Manners on the School Bus (Way To Be!: Manners)
Manners with a Library Book (Way To Be!: Manners) Manners in the Lunchroom (Way To Be!:

Manners) Manners at School (Way To Be!: Manners) McGraw-Hill Education: Top 50 ACT English, Reading, and Science Skills for a Top Score, Second Edition (Mcgraw-Hill Education Top 50 Skills for a Top Score) McGraw-Hill Education: Top 50 ACT Math Skills for a Top Score, Second Edition (Mcgraw-Hill Education Top 50 Skills for a Top Score) How to Take Advantage of the People Who Are Trying to Take Advantage of You: 50 Ways to Capitalize on the System (Take the Advantage Book 1) Manners Time (Toddler Tools) The Tools: 5 Tools to Help You Find Courage, Creativity, and Willpower--and Inspire You to Live Life in Forward Motion Organizing Solutions for People With Attention Deficit Disorder: Tips and Tools to Help You Take Charge of Your Life and Get Organized Organizing Solutions for People with ADHD, 2nd Edition-Revised and Updated: Tips and Tools to Help You Take Charge of Your Life and Get Organized Teach Your Horse Perfect Manners: How You Should Behave So Your Horse Does Too Cancer Survivorship Coping Tools - We'll Get you Through This: Tools for Cancer's Emotional Pain From a Melanoma and Breast Cancer Survivor Caterpillars, Bugs and Butterflies: Take-Along Guide (Take Along Guides) Seashells, Crabs and Sea Stars: Take-Along Guide (Take Along Guides) Frogs, Toads & Turtles: Take Along Guide (Take Along Guides) Planets, Moons and Stars: Take-Along Guide (Take Along Guides) Fun With Nature: Take Along Guide (Take Along Guides) A Kids' Guide to Protecting & Caring for Animals: How to Take Action! (How to Take Action! Series)

[Dmca](#)