



# **The Complete Idiot's Guide to Etiquette, 3rd Edition (Complete Idiot's Guides (Lifestyle Paperback))**

*Mary Mitchell*

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An updated and revised guide to good manners, politeness, and professionalism from one of the most civilized women on the planet, this book outlines the importance of etiquette in such social and personal situations as ending a relationship, asking forgiveness, and saying “no.” This revised edition features updated information on business etiquette, workplace clothing trends, and e-mail and cell phone etiquette, along with new tips on stress and travel in a post-9/11 world.

- Help on maintaining etiquette when dealing with gay marriages, adoptions, and blended families
- Appeals to a variety of audiences, including 20-somethings who are entering the workforce, buying homes, and entertaining
- Text has been reorganized for easier reading and reference

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