



Good Manners for Every Occasion: How to Look Smart and Act Right

Emilie Barnes

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While adults prompt young ones to practice their manners, many grown-ups are ready for a refresher course. Their manner expert is here! Emilie Barnes, bestselling author of *A Little Book of Manners* and life-management expert, is excited to share how manners strengthen adult relationships, professional interactions, social gatherings, and family ties. Not a day goes by that won't be enhanced by Emilie's advice on

- the art of introductions
- practicing corporate manners
- handling social taboos
- dining graciously as a host or a guest
- sharing values with children

Includes wedding etiquette, dating manners, and that increasingly vital one—proper cell phone use! This entertaining, easy-to-read manual of manners reveals how acts of kindness transform a life at any age.

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