



# Everyday Etiquette: Practical Advice for Social Situations at Home and on the Job (Emily Post's Essentials)

*Peggy Post*

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## **The signature of good taste.**

From silverware to thank-you notes, replying to invitations to sending e-mail, inviting the boss to lunch to making a condolence call, here is the essential guide you need to handle all everyday social situations with ease. In question-and-answer format, etiquette expert Peggy Post provides up-to-the-minute advice fore a range of situations at home and on the job, including:

- telephone and computer manners
- tipping
- table settings
- introductions
- appropriate dress for weddings
- gift-giving
- religious services
- and much more

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