



Letitia Baldrige's New Manners for New Times: A Complete Guide to Etiquette

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THE ESSENTIAL GUIDE TO MANNERS, REVISED AND UPDATED TO ACCOMMODATE TODAY'S
HIGH-SPEED LIFESTYLES, SHIFTING VALUES, AND EVER-EVOLVING DEFINITION OF
FAMILY.

Letitia Baldrige is universally recognized as the country's leading authority on executive, domestic, and social manners. She began writing on manners and protocol during her diplomatic service in 1949, and she has been hailed on the cover of *Time* magazine as "America's leading arbiter of manners." Originally published in 1989, her *Complete Guide to New Manners* has now been thoroughly revised and updated to incorporate the changing social conventions and enormous technological advances of the past fifteen years.

Baldrige was the first etiquette writer to advise extensively on the subject of manners in the workplace. With her legendary background in both the government and business worlds, she remains the prime authority on the integration of goals that often seem at odds with one another -- namely, family, work, and pleasure. Baldrige provides fresh guidelines on etiquette at work and in every form of communication, from letters to emails to cell phone calls.

She also updates the way we approach the traditional rites of passage -- weddings, funerals, religious ceremonies, gatherings large and small. Here are authoritative answers to the etiquette questions and issues involved in nontraditional family relationships -- stepfamilies, adult children returning home, elderly parents moving in, gays and lesbians in the family, dating for the newly single, and the myriad complications that spring from divorce.

Through it all, Baldrige does not forget the essence of manners: they are an expression of love and care, and they are under our control. *New Manners for New Times* is a comprehensive encyclopedia that will lead readers confidently and correctly through the maze of lifestyles, customs, business, and ways of relating to others in this new, complex millennium. But it is, above all, a very personal statement.

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