



# E-Etiquette: The Definitive Guide to Proper Manners in Today's Digital World

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**From the acclaimed and respected National League of Cotillions comes advice for how to add courtesy and manners in today's electronic society.**

Cell phones, email, social networks, and instant connections have challenged the civility of millions. *E-Etiquette* provides the information you need to add both courtesy and personality to all your communications.

This book will bring you up to date with digital trends. Learn the specific courtesies of cell phone use in a public place and what limits can and should be placed on the use of a family computer. Find out the standard of office etiquette, whether you're communicating with your boss or managing your team. If you're a parent, you'll discover how to guide your children in electronic etiquette through mobile texting, computer messaging, and digital games.

Other topics include:

Mistakes to avoid when using the telephone

Rules of etiquette for voicemail

Protocols for emails, message boards, and chat rooms

Taking pictures and videos of private and public events

*E-Etiquette* isn't just a tutorial to teach you the formalities of sending email or calling. This comprehensive solution guide will help reduce stress, increase time management, and help you stay organized by finding the right balance between your family and colleagues.

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