

## **Business Phone Etiquette Guide**

The Essential Guide to Business Etiquette  
Guide to Business Etiquette  
301 Smart Answers to Tough Business Etiquette Questions  
The Complete Idiot's Guide to Business Etiquette  
Access to Asia  
Global Business Etiquette  
Powerful Phrases for Effective Customer Service  
Business Etiquette Made Easy  
Modern Rules of Business Etiquette  
A Guide to Corporate Business Etiquette  
Master Guide for Team Sports Photography  
Business Etiquette : A Guide For The Indian Professional  
Info-line Guide to Training Evaluation  
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Library Handbook: Some principles of business-like conduct in libraries  
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The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success  
Business Etiquette  
The Complete Idiot's Guide to Teaching Music on Your Own  
The Complete Idiot's Guide to Modern Manners  
Fast-Track  
Taking Care of Business  
Study Guide: Finding God at Work  
Desktop Support Resource Guide  
Global Etiquette Guide to Mexico and Latin America  
Excuse Me  
Kill Reply All  
This Book Will Teach You Business Etiquette  
The Self-Employed Woman's Guide to Launching a Home-Based Business  
Manager's Guide to Effective Coaching, Second Edition  
The Professional Business Video-Conferencing Etiquette Handbook & Guide

## **The Essential Guide to Business Etiquette**

The first interview. Handling a difficult boss. The power of words. Networking. Small talk. Dressing for a cocktail dinner. Holding chopsticks. Drinking wine. Twitter etiquette. Sexual harassment in office. Remembering names. Receiving compliments. Women travelling alone. Thank you notes. The opportunities created by a fast-globalizing world have led to executives jet-setting across the globe wining and dining, negotiating, and networking for business. Indian executives, who are brand ambassadors of both their company and their country, too are making a mark on the global stage, and increasingly find themselves in a number of situations where their people skills can make all the difference. Business Etiquette shows us the art of creating a positive impression through the ABC of good manners: Appearance, Behaviour, and Communication. Shital Kakkar Mehra, one of India's best-known corporate etiquette trainers, teaches us how to create our own brand, dine with grace, mingle with ease and conduct business keeping in mind racial, gender, and cultural diversities. It's a one-stop guide to side-stepping those embarrassing slip-ups and awkward gestures, and sailing through the complexities of modern-day office life with ease.

## **Guide to Business Etiquette**

## **301 Smart Answers to Tough Business Etiquette Questions**

Boost productivity by making the switch from “boss” to COACH! Effective managers know their job is to help employees succeed, not to give them orders. They create relationships that build collaboration and meaningful performance improvement. These managers know that when they facilitate the success of their team members, they facilitate their own success. Effective Coaching teaches you practices you can use immediately to engender employee commitment and help employees gain the skills necessary to sustain and grow any type of organization. You'll learn: The attributes of a successful coach How to set up an effective coaching session How to use coaching to correct unproductive behavior How to use coaching to be a better trainer Briefcase Books, written specifically for today's busy manager, feature eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: -Clear definitions of key terms and concepts -Tactics and strategies for coaching employees -Tricks of the trade for executing effective coaching techniques -Practical advice for minimizing the possibility of error -Warning signs for when things are about to go wrong -Examples of successful workplace coaching -Specific planning procedures, tactics, and hands-on techniques

### **The Complete Idiot's Guide to Business Etiquette**

Citing a high percentage of parents who wish to instill kindness and good manners in their children despite the prevalence of rage-related behaviors that have become commonplace today, a resource for parents and businesspeople shares confidence-bolstering and Christian-based manners development guidelines.

### **Access to Asia**

A pitch-perfect resource that will be a number-one hit with music instructors. 'The Complete Idiot's Guide to Teaching Music on Your Own' offers prospective teachers - and existing ones - all of the tools they need to start and run a profitable, respected studio. The comprehensive guide covers every aspect of running a studio, including: -Setting up a studio -Lessons in the home versus travelling to students -Advertising and marketing -Fee schedules and basic pricing principles -Student relations -Using computer games and programs in the studio

### **Global Business Etiquette**

Access to Asia presents a practical framework and effective strategies for today's global business leaders and managers, whether they are traveling from Toronto to Taipei, Baltimore to Bangalore, or San Francisco to Shanghai. Drawing from the extensive experience and global connections of intercultural consultant and international etiquette expert Sharon Schweitzer and consulting co-author and book strategist Liz Alexander, as well as contributions from over 100 international professionals, this crucial guide suggests that irrespective of their industry, everyone is in the relationship business. When doing business in Asia, building trust and gaining respect are vital steps in developing meaningful business relationships. Access to Asia is filled with the inside advice and real-world stories that explain how to strengthen business ties in ten countries including China, Hong

Kong, India, Japan, Myanmar/Burma, and South Korea. Access to Asia reveals why cultural awareness is so vital to sustained business success and outlines an eight-question framework for building business relationships in ten important Asian markets. The simple Self-Awareness Profiles prompt you to identify where you currently stand on topics related to this framework, compared with the prevailing country culture. The U.S. chapter offers insights for U.S. Americans into their own culture, and is a primer to doing business in the U.S. for Asian readers or indeed anyone from another culture. The authors include an alphabetical listing of common concepts and terms that offer a better understanding of how to create long-lasting business relationships in Asia. The book is filled with down-to-earth suggestions for creating goodwill such as incorporating the names of national heroes and sports figures in conversations and presentations. For each Asian country highlighted there is a handy guide to that country's etiquette and protocol including material on gift-giving practices, forms of address, greetings, and much more. The authors also impart insider tips and suggestions for the proper way to socialize, and they include a guide to fiscal calendars and important dates of regional holidays. For individuals and companies looking to engage more successfully with their counterparts in Asia, Access to Asia showcases the critical people skills that drive global business success.

### **Powerful Phrases for Effective Customer Service**

A brief, professional, reader-friendly guide to understanding business etiquette. Put your best professional foot forward with Guide to Business Etiquette, a brief text that covers all the important issues and concepts without confusing the reader with excess material. This edition now covers basic digital etiquette and provides information on how to maintain business relationships.

### **Business Etiquette Made Easy**

"Both novice and experienced workers will find a wealth of business etiquette in a book that, instead of excusing bad behavior, could help prevent it from happening in the first place." -Foreword Reviews, 5 Star Review In today's workplace, good manners matter more than ever. Blending different generations, genders, and cultures brings energy and fresh perspectives to the workplace. But the flip side is an environment ripe for confusion and social blunders. Mix in increasingly open-plan workplaces and constant connectivity, and the chance that we'll unintentionally annoy or offend others increases exponentially. Exactly what are the rules these days? Is it acceptable to text your boss at home? What is the polite way to ask a colleague to take a distracting conversation behind closed doors? What about the use of smartphones in meetings? Merging classic rules of behavior with new realities of modern business, Excuse Me spotlights dozens of puzzling situations, with suggestions for bridging divides. The book untangles the nuances of: Meeting etiquette \* Interview expectations \* Proper office attire \* Electronic manners \* Privacy in tight spaces \* Eye contact and nonverbal cues \* Small talk \* Business dining \* Social media use \* Working remotely and flexibly \* And more. While the youngest employees might seem unruly, the oldest can seem rigid. Good manners create an atmosphere of respect, and smooth the way for everyone to succeed.

## **Modern Rules of Business Etiquette**

The Definitive Guide to Professional Behavior Whether you're eating lunch with a client, Skyping with your boss, or meeting a business partner for the first time--it's all about how you present yourself. The Essentials of Business Etiquette gives you 101 critical tips for improving behavior in any business situation--all delivered in a quick, no-nonsense format. "If you are looking for practical guidelines on how to conduct yourself in a business situation, what behaviors you need to use to get ahead, and how to be sure that you do not offend others, read this book!" -- MADELINE BELL, President and COO, The Children's Hospital of Philadelphia "Pachter has once again done an excellent job at highlighting some key tools to succeed in leadership and how to conduct yourself in the workplace." -- JOSEPH A. BARONE, PharmD, FCCP, Acting Dean and Professor II, Rutgers University, Ernest Mario School of Pharmacy "The pragmatic advice Barbara offers is sure to meaningfully help people be more confident and effective in multiple business situations." -- ELIZABETH WALKER, Vice President, Global Talent Management, Campbell Soup Company "Readable, well-organized . . . presents practical, sound advice on the most common situations involving business etiquette: communication, body language, dress, dining, telephone, and cell phone use, making presentations, job interviewing, and many other essentials. Recommended. All business collections and readership levels." -- CHOICE

## **A Guide to Corporate Business Etiquette**

A guide to professional etiquette counsels readers on how to forge successful, productive relationships with business associates, including such topics as handling conflicts, communicating effectively, and business entertaining.

## **Master Guide for Team Sports Photography**

Two best-selling authors and etiquette experts show why manners count in the business world and how to use social skills to get ahead.

## **Business Etiquette : A Guide For The Indian Professional**

This Book Will Teach You Business Etiquette is the essential pocket-sized guide for business skills nobody teaches you about in school! There was a time when you could diligently put in your hours and stay in the same job from graduation to retirement. But these days you have to be savvy to get ahead in business! Inside this handy, pocket-size hardcover, you will find: - Five tricks for remembering names (the first time) and engaging people on a deeper level! - How to avoid burnout, savor vacation time, and love your work! - What not to do during a conference call! - How to be professional - How to get a promotion and win that raise! Recent grads and seasoned professionals alike will rely on this trusty little hardcover guide to the nuances of business etiquette that typically take years to learn. With dozens of how-tos, lists, and charts, This Book Will Teach You Business Etiquette breaks down business insider secrets in an entertaining, informative, and encouraging manner. You'll be winning friends and influencing people in no time!

## **Info-line Guide to Training Evaluation**

Invaluable etiquette guidelines for today's business professionals. Now that technology is changing the way people do business, proper manners and etiquette have become more important than ever. In this comprehensive guide to mastering everything from professional relationships and correspondence to business attire and luncheons, the author demonstrates that interpersonal skills are as crucial to success as are innovative products and services. Covering topics including business handshakes, telephone courtesy, electronic etiquette, office manners, gift-giving in the office, and international business, the author offers hundreds of useful, practical suggestions for the veteran business professional and novice alike.

## **Ice Cream Trade Journal**

God created work and intends for us to make the most of it! Gain His perspective and get equipped to make changes that allow you to thrive in the workplace.

## **Library Handbook: Some principles of business-like conduct in libraries**

Presents a guide to professional etiquette in business situations, covering such topics as meetings, email, social networking, travel, dress, and restaurants in a question and answer format.

## **The Pocket Idiot's Guide to Golf Rules and Etiquette**

### **Manners That Sell**

Mary Mitchell, Ms. Demeanor herself, takes you through Y2K and beyond with The Complete Idiot's Guide to Etiquette, Second Edition. Topics covered include gifts and e-commerce: can you "wrap" an electronic gift?, telecommuting and the home office: the impact on family and friends, and volunteering: the fine line between being Mother Theresa and Lady Bountiful. This title also includes an updated section on weddings, plus tips from the expert on dining on the run, takeout, new tipping systems, and manners at Mickey D's. Other topics include privacy, diversity, and harassment issues on the job, E-mail etiquette and computer manners, and saying the right thing--is small talk dead?

## **The Ice Cream Trade Journal**

Updates the classic guide to business etiquette with information on sexual harassment, diversity and plurality, ethics, and the special problems of female executives

## **Letitia Balderige's New Complete Guide to Executive Manners**

Technology is changing society faster than anyone could have imagined even a few short years ago. People share intimate details to hundreds of acquaintances

online, yet they are stumped when it comes to writing a simple thank-you note. They talk, text, and surf on their phones constantly but seem oblivious to the needs of the people who are right in front of them. The Complete Idiot's Guide® to Modern Manners, Fast Track, helps people navigate the uncertain waters of modern social behavior and gives them tips for overcoming the most common miserable moments they're likely to encounter. In it, readers learn how to: - Make a good first impression in person, over the phone, in print, and online - Practice good table manners in a world of buffets, informal meals, and a proliferation of restricted diets - Get along with neighbors and their pets, kids, habits, and hobbies - Maintain harmony in the office despite the more casual nature of the workplace - Master the social possibilities of online networking, texting, and smartphones while avoiding embarrassing faux pas - Whip out the old-fashioned pen for written correspondence that makes an impact - Communicate comfortably in person, including small talk, defusing tense situations, and avoiding subjects that are still too uncomfortable for polite conversation - Navigate the difficult situations that arise when traveling and out on the town - Maintain genuine respect for others' differences and disabilities - Be the model of manners at celebrations of life's milestone moments, including weddings and births - Get the right answer to all gift quandaries - People are busy and no longer have the time or inclination to comb through Emily Post. This quick book helps readers get the answers they need so they can get on with life.

### **A Useful Guide to Modern Business Etiquette in Germany**

Let's face it, dealing with customers isn't easy. They aren't always right-or even pleasant-but knowing the right words to use can make all the difference. Powerful Phrases for Effective Customer Service shares over 700 phrases and scripts that have been proven time and again to defuse even the most difficult interactions. Covering 30 challenging customer behaviors and 20 tough employee-caused situations, this indispensable reference makes it easy for readers to assess the circumstances, find the appropriate response, and confidently deliver satisfaction to every customer. In addition, readers will learn how to incorporate language into their daily routine that communicates welcome, courtesy, rapport, enthusiasm, assurance, regret, empathy, and appreciation. Every chapter includes helpful Do This! sample scenarios that bring the phrases to life as well as Why This Works sections that provide detailed explanations. Practical and insightful, Powerful Phrases for Effective Customer Service ensures that employees will never again be at a loss for words when dealing with customers.

### **The Global Etiquette Guide to Africa and the Middle East**

Authored by one of the world's leading cross-cultural experts. Invaluable for both business and leisure travelers. Comprehensive and practical coverage.

### **The Complete Idiot's Guide to Etiquette**

The COVID-19 pandemic has undoubtedly pushed organizations into rethinking ways and means to continue to operate their businesses, especially with the restrictions on safe distancing. The world over is adjusting to COVID-19, with social

distancing orders having compelled people to find alternatives to face-to-face meetings. As a result, video conferencing solutions have never been more popular. In order to conduct business without disruption, professionals have now turned to video conferencing to stay connected with their team members and customers. With the need to social distancing and working remotely, video conferencing has provided a more personalized approach. It serves as the closest alternative to a face-to-face meeting by providing a forum for managers and leadership to stay in touch with their team members just as if they are face-to-face, by addressing queries, concerns and other issues on the spot. The video conferencing services have seen such a huge surge in popularity and usage recently as the deadly corona virus is pushing more people into remote work environments. People are also using it for everything, not just business, from family-time-to-gathers to lunchtime hangouts with friends and so forth. So love them or hate them, meetings are a part of almost every job, whether you're working remotely or working in an office. Since meetings are here to stay, despite the restrictions on safe distancing, effective communication will all the more be the key during this trying time and outside of it to keep businesses running smoothly. Proper communication plays a critical role in keeping global employees connected, as well as staying in contact with customers who reside in different locations. This is where the subject of the right etiquette required during video-conferencing will play a key role- enabling you and your team to stand out from the rest. Just as how there are norms and etiquette required for any face-to face meeting, video- conferencing too has a set of guidelines that if followed, will ensure the meeting is productive and effective. Good video conferencing etiquette is really just common courtesy and respect for the people in your meeting while creating an environment with the least amount of disruption. And as with all virtual communication tools, we need to ensure that meetings are professional, efficient and productive. The usual principles of polite behavior required with any meeting apply for video-conferencing too, but the key is to understand how the use (or misuse) of technology can effect these meetings. The ideal video conference should get as close as possible to the dynamics of a real face-to-face meeting from the participants' point of view, and for that the role of everyone in the meeting (not just the chairperson or host) is to ensure that the system is not filtering out critical interactions, allowing discourtesy to sneak in. There's just no substitute for good manners in all of our daily interactions, and good manners are appreciated more than ever in workplace meetings. This is especially true during online video conferences and meetings. Whether you a Head in a Corporate, a Professor or Lecturer in a College, or Teacher in a School, or an Interviewer recruiting candidates or just someone demonstrating and selling a product or service- with so much of a shift happening today to online platforms, I am confident that this little book: 'The Professional Business Video-Conferencing Etiquette- Handbook & Guide' will address most of the above stated issues and challenges, enabling you and your team to project the right positive impression, and build on your organization or institutions credibility and thus be able to have that competitive advantage over others.

### **The Complete Idiot's Guide to Etiquette, 2nd Edition**

### **A Man's Guide to Business and Social Success**

Fully updated, with an additional chapter on common problems, Business Etiquette guides the reader through the unwritten code of good business manners, which, when followed by individuals and their companies, will enable them to: work more effectively and profitably together establish and sustain successful long-term relationships improve individual development and potential for promotion. Mastering the rules of business etiquette is a straightforward process. Business Etiquette is a simple and practical guide to handling a wide variety of business situations, both difficult and commonplace, in which business people are likely to be judged by their command of correct business behaviour. However highly you may rate your manners, the questionnaires and checklists provided will help you to find major ways in which to improve your performance. The results may surprise you. Being well mannered is a real source of personal and corporate competitive advantage. Spending time on achieving it must represent a good investment. David Robinson was a management consultancy partner in a leading accountancy firm before establishing his own practice. He is now a director of several companies and an adviser on strategic and commercial development issues to others.

### **Chinese Business Etiquette**

A collection of 13 Infolines on training evaluation, this work walks you through evaluation essentials, including establishing evaluation criteria, understanding various test types and styles, measuring training on-the-job, capturing behavior in the workplace, and demonstrating how training affects the bottom line.

### **Social Skills Survival Guide**

Step-by-Step Advice on Making Your Home-Business Dreams a Reality From Priscilla Y. Huff, the leading expert on home businesses for women, The Self-Employed Woman's Guide to Launching a Home-Based Business is your step-by-step resource to getting the business of your dreams up and started in no time. Packed with expert advice and nitty-gritty details about what it takes to run a successful home-based business, this book will show you how to:

- Prepare—physically and mentally—for a new career from home
- Balance work and family time for maximum enjoyment—and minimum stress
- Find and fill out the proper tax, license, and insurance forms
- Handle customers and bring in new business
- Implement creative and effective marketing plans
- Manage your finances and accounting with ease
- And much, much more!

Filled with valuable resources and profiles of successful home-based entrepreneurs, this book answers all your questions about starting an enjoyable and profitable venture. From the Trade Paperback edition.

### **Japanese Etiquette Today**

Corporate Business Etiquette is essential and extends beyond the office. Besides making a good impression, it helps in establishing good rapport with colleagues and business partners that may make or break your career. Good business etiquette allows your business to put its best foot forward and can protect business owners and employees from internal and external conflicts by setting a high

standard for behavior by all. Business etiquette is a set of standards for behavior in which individuals treat everyone respectfully and display good manners in all interactions. Proper etiquette sets a tone for clients and customers that the business has a productive and successful environment, and the impression created when everyone displays professional manners helps the company's profitability. The Guide to Corporate Business & Conference call Etiquette is an essential reference for people of all ages. I hope this book would help to:

- Builds Strong Relationships and Promotes Positive Atmosphere
- Reflects Confidence and Prevents Misunderstandings
- Organize Effective Conference calls with your clients and Employees
- Understand and solve cross-cultural communication problems
- Communicate effectively on E-mail/Phone call
- Learn Good table manners and handle introductions
- Dress appropriately and Gaze behaviour
- Maintain Effective communication with your Customers, Employees and friends.

### **The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success**

#### **Business Etiquette**

Business manners in and out of the boardroom are stressed here, with practical etiquette advice on e-mail, faxes, international travel, pagers, and cellular phones, as well as the latest dope on how to properly shake hands, address a new business acquaintance, and talk on the phone. Original.

### **The Complete Idiot's Guide to Teaching Music on Your Own**

### **The Complete Idiot's Guide to Modern Manners Fast-Track**

Golf rules and etiquette are two of the most intimidating aspects of the game for newcomers to the sport. They're also two of the most important things beginning players need to learn. The rules are numerous and sometimes quite complex, and the official USGA rule book offers little help with its legalese and one-size-fits-all approach. As for etiquette, golf is unique in the extent to which all players, regardless of experience, are expected to demonstrate an understanding of etiquette as soon as they start to play. The Pocket Idiot's Guide to Golf Rules and Etiquette offers relief from the intimidation new golfers might otherwise feel. From dressing properly and loading up the golf bag through putting the final ball on the 18th green, author Jim Corbett (nationally recognized as "Mr. Golf Etiquette") covers all the do's and don'ts, and even lets readers know which rules are safe to bend when playing with friends.

### **Taking Care of Business Study Guide: Finding God at Work**

A concise guide for business people or tourists, Japanese Etiquette Today contains vital information for navigating tricky Japanese social interactions. Japan today "looks" more and more Western, principles governing social and business relations become harder to see. Most foreigners know that Japanese etiquette differs from

that of other countries, but few people know the extent of the differences. It is this diversity that first attracted the authors of *Japanese Etiquette Today*, a book written to make working and living in Japan enjoyable and rewarding experiences. The authors look at a variety of formal and informal occasions governed by subtle rules—visiting a Japanese office and home, giving and returning gifts, attending weddings and funerals, and much more. The result is an informal overview of Japanese society and a manual of practical advice on getting a long in that society. Complete with essential vocabulary and phrases, this handy guidebook explains what to do and perhaps more important what not to do, what to say, what to wear, indeed, whatever you need to observe the complex rules of modern Japanese etiquette.

### **Desktop Support Resource Guide**

This book provides the invaluable intercultural knowledge to help you make a deal, sell your product, or find a joint venture, no matter where your business takes you.

### **Global Etiquette Guide to Mexico and Latin America**

East-West business is booming as thousands of people flock to China. The author, with 25 years of experience dealing with the Chinese, provides up-to-date advice on how to succeed, avoid gaffes, interpret behaviour and make positive impressions.

### **Excuse Me**

Authored by one of the world's leading cross-cultural experts. Invaluable for both business and leisure travelers. Comprehensive and practical coverage.

### **Kill Reply All**

Crowned “the picture of grace” by *Vogue* magazine, the founder of The Plaza Hotel’s Finishing Program spills her insider tips on how to achieve an upper edge in your career. Etiquette expert Myka Meier has coached thousands of business professionals and worked with internal human resources and hiring departments of some of the most successful Fortune 100 companies to learn what it takes to be the best in business. It may surprise you to learn that etiquette is what differentiates you from everyone else, and *Business Etiquette Made Easy* shows you how to put your best professional foot forward. Whether you’re just entering the workforce or have been working for many years and want to revamp your image, Myka shares practical tips that are simple to incorporate into your everyday business life. Through easy-to-follow chapters, you’ll learn how to: Master resumes and interviews at any level Dress like a polished professional Make a great first impression Network like a pro Have superb business dining table manners And much, much more! Perfect for a recent college graduate as well as those looking to climb the ladder in their respective jobs or industries, *Business Etiquette Made Easy* is an essential read for any working professional.

### **This Book Will Teach You Business Etiquette**

## **The Self-Employed Woman's Guide to Launching a Home-Based Business**

A comprehensive look at all aspects of photographing sports teams—from selecting and using equipment to processing and presenting the images while building a client base—this reference proves indispensable to any photographer looking to expand their repertoire or branch out into a new profession. Professional guidance covers topics ranging from working with school administrations and coaches to the keys to capturing subjects in motion. Chapters on creating attractive, salable group packages and forming a distinctive business plan are also included.

## **Manager's Guide to Effective Coaching, Second Edition**

Offers advice on the etiquette of dining, business, correspondence, conversation, sports, and weddings.

## **The Professional Business Video-Conferencing Etiquette Handbook & Guide**

Want to Marie Kondo your digital life and develop a more tactful approach to technology? By a leading tech and digital culture journalist, Kill Reply All is a guide to tidying it all up. How do you reply to your colleague's weird email? What would Emily Post say about your Tinder profile? And just how do you know if you're mansplaining? In this irreverent journey through the murky world of digital etiquette, Wired's Victoria Turk provides an indispensable guide to minding our manners in a brave new online world, and making peace with the platforms, apps, and devices we love to hate. The digital revolution has put us all within a few clicks, taps, and swipes of one another. But familiarity can breed contempt, and while we're more likely than ever to fall in love online, we're also more likely to fall headfirst into a raging fight with a stranger or into an unhealthy obsession with the phones in our pockets. If you've ever encountered the surreal, aggravating battlefields of digital life and wondered why we all don't go analog, this is the book for you.

[ROMANCE](#) [ACTION & ADVENTURE](#) [MYSTERY & THRILLER](#) [BIOGRAPHIES & HISTORY](#) [CHILDREN'S](#) [YOUNG ADULT](#) [FANTASY](#) [HISTORICAL FICTION](#) [HORROR](#) [LITERARY FICTION](#) [NON-FICTION](#) [SCIENCE FICTION](#)