

The Etiquette Advantage in Business, 2nd Edition
Personal Skills for Professional Success

Authors: Peggy Post & Peter Post

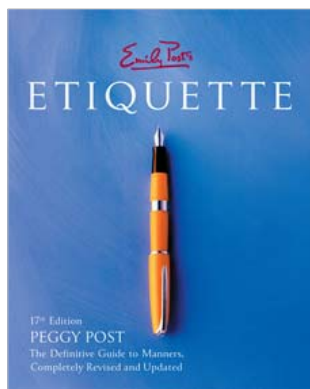
ISBN: 0060760028

Imprint: Collins

Format: Hardcover

Price: \$26.95

America's foremost authorities on etiquette discuss why manners matter in today's business world. When business cultures collide, etiquette can smooth the way. From the subtleties of crafting the perfect business letter to the mechanics of table manners and business social events, the book's advice shows every businessperson—no matter what rung of the corporate ladder they're on—how to handle manager meltdowns and client panic attacks. This book provides advice and guidelines for everyone from the CEO to the executive assistant on handling business situations with grace and dignity.



Emily Post's Etiquette, 17th Edition

Author: Peggy Post

ISBN: 0-06-620957-9

Imprint: HarperResource

Format: Hardcover

Price: \$39.95

The classic bestseller, completely rewritten. Read by millions since the first edition was published in 1922, the new edition addresses our changing times and traditions. Deals with rudeness, "netiquette", new wedding trends, raising polite children, family harmony and more. Real-life questions and answers, tip sheets and lists make the book more readable than ever.



"Excuse Me, But I Was Next..."
How to Handle the Top 100 Manners Dilemmas
(Also Available in Spanish)

Author: Peggy Post

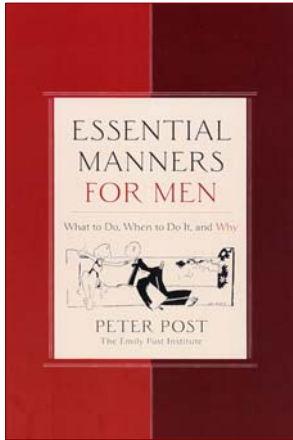
ISBN: 006-088-9160

Imprint: Collins

Format: Hardcover

Price: \$19.95

Etiquette expert Peggy Post comes to the rescue with an indispensable guide to our most vexing etiquette questions. Peggy addresses these perplexing dilemmas as only she can—with expertise and a direct, personal style. You'll learn how to politely say "no" to difficult requests, how to introduce someone if you've forgotten her name, how to perform damage control for e-mail bloopers, and much more.



Essential Manners for Men

What to do, How to do it, and Why

Author: Peter Post

ISBN: 0-06-053980-1

Imprint: Collins

Format: Hardcover

Price: \$19.95

The New York Times bestseller. A succinct and witty discourse on manners for men. Based on his travels around the country and surveys with thousands of men and women, Peter Post provides quick, sensible and strategic advice. Divided into three sections—Daily Life, Social Life and On the Job—the book looks at men’s behavior at the many places men go. From personal hygiene and spitting to road rage and control of the TV remote—Post gives men a wake-up call about the effects of their behavior, and provides some simple etiquette guidelines to smooth the way.



Essential Manners for Couples

From Snoring and Sex to finances and Fighting Fair—What Works, What Doesn’t, and Why

Author: Peter Post

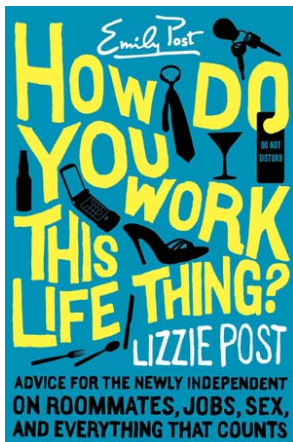
ISBN-10: 0-06-077665-X, ISBN-13: 978-0-06-077665-7

Imprint: Collins

Format: Hardcover

Price: \$21.95

The follow up to his *New York Times* bestseller *Essential Manners for Men*, *Essential Manners for Couples* is Peter Post’s latest look at manners and relationships from his unique perspective. Herein find the secrets to a long and happy marriage or partnership—without psychoanalysis or prescription medication. Couples’ most mischievous manners foibles (his own included) are recounted through the author’s self-deprecating humor, clarity and wit.



How Do You Work This Life Thing?

Advice for the Newly Independent on Roommates, Jobs, Sex, and Everything that Counts

Author: Lizzie Post

ISBN: 978-0-06-082375-7

Imprint: Collins

Format: Hardcover

Price: \$19.99

This how-to-deal guide for the newly independent was inspired by Lizzie’s college experiences: roommates, co-workers, significant others and all things social were material for this book. Lizzie uses mishaps from her own life to explain how necessary etiquette really is to the 18-25 crowd—whether they know it or not.



Emily Post's Wedding Etiquette, 5th Edition

Author: Peggy Post

ISBN-10: 0-06-074504-5, ISBN-13: 978-0-06-074504-2

Imprint: Collins

Format: Hardcover

Price: \$27.95

Today's weddings have more possibilities than ever, with new traditions replacing old, and new relationships to consider as family life grows more complex. In this new edition, Peggy Post provides enlightened solutions to all your wedding questions, showing how to manage the big decisions and the little details with consideration and confidence—leaving you free to enjoy all the happy times along the way!



Emily Post's Wedding Planner, 4th Edition

Author: Peggy Post

ISBN-10: 0-06-074503-7, ISBN-13: 978-0-06-074503-5

Imprint: Collins

Format: Hardcover

Price: \$27.95/\$35.95 (Canada)

In this companion to the bestselling *Emily Post's Wedding Etiquette*, Peggy Post leads you step-by-step through the practical details of planning your wedding, from announcing your engagement to creating a realistic budget to sending out thank-you notes. The fourth edition is completely revised and redesigned.



Emily Post's Wedding Planner for Moms

How to Help Your Daughter or Son Prepare for the Big Day

Author: Peggy Post

Imprint: Collins

Format: Hardcover

Price: \$22.95

From Peggy Post, a new book for mothers on both sides of the aisle who will soon be juggling the roles of adviser, therapist, communications hub, and trouble-shooter. Here Peggy identifies specific jobs that mom can take on, while providing worksheets for keeping track of wedding guests, a comparison chart for selecting vendors, budget worksheets, gift records, and an address book to log the name and addresses of vendors, attendants, guests and other wedding parties.



Emily Post's A Wedding Like No Other
Inspiration for Creating a Unique, Personal, and Unforgettable Celebration

Authors: Peggy Post & Peter Post

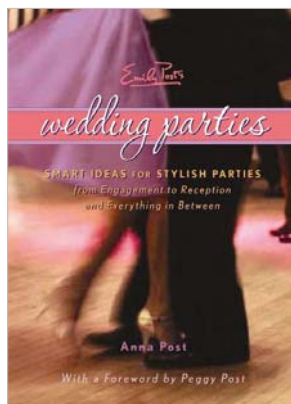
ISBN: 978-0-06-122803-2

Imprint: Collins

Format: Hardcover

Price: \$22.95

Peggy Post and Peter Post focus on helping couples get back to their original wedding vision by encouraging them to discover or rediscover what is important to them and incorporate it into the big day. Full of real-life stories of creative wedding planning, the inspiring anecdotes also include practical information so that any couple can gather the tools they need to create the wedding that's "right" for them.



Emily Post's Wedding Parties
Smart Ideas for Stylish Parties—From Engagement to Reception and Everything in Between

Author: Anna Post

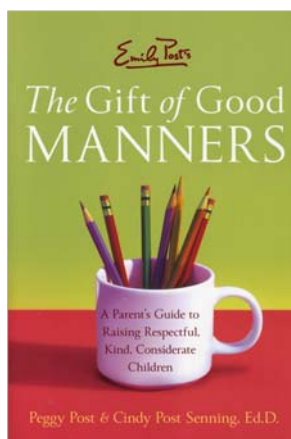
ISBN: 978-0-06-122801-8

Imprint: Collins

Format: Hardcover

Price: \$22.95

Anna Post looks at each party along the wedding path and presents variations and ideas to suit all budgets and tastes. Classic affairs are covered, as are backyard parties—all with an emphasis on what works for each couple. Anna draws on tradition and history while encouraging readers to realize that almost anything is possible—and acceptable—when planning today's wedding parties.



The Gift of Good Manners
A Parent's Guide to Raising Respectful, Kind, Considerate Children

Authors: Peggy Post & Cindy Post Senning, Ed.D.

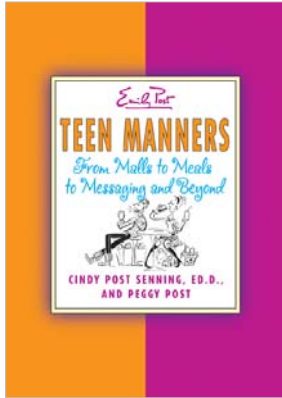
ISBN: 0-06-093347X

Imprint: Collins

Format: Paperback

Price: \$17.95

A groundbreaking text that teaches manners to children by developmental age. Subtitled "A Parent's Guide to Raising Respectful, Kind, Considerate Children," this book provides every parent and caregiver with a roadmap for raising polite children.



Teen Manners

From Malls to Meals to Messaging and Beyond

Authors: Cindy Post Senning, Ed.D. and Peggy Post

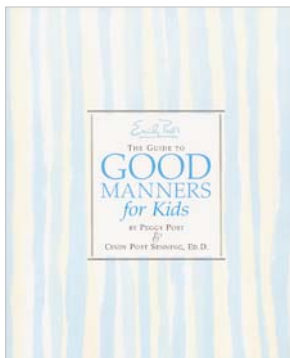
ISBN: 978-0-06-088198-6

Imprint: HarperTeen

Price: \$15.99

Format: Hardcover

Though teens may be skeptical at times, texting, IMing, and going out with friends all involve etiquette. Cindy Post Senning, Ed.D. and Peggy Post explain to teens that etiquette is about building and strengthening relationships—not putting your pinky in the air when you drink tea. Mealtime and letter writing are covered, as are e-mail, dating, prom, and learning how to say no.



The Guide to Good Manners for Kids

Authors: Peggy Post & Cindy Post Senning, Ed.D.

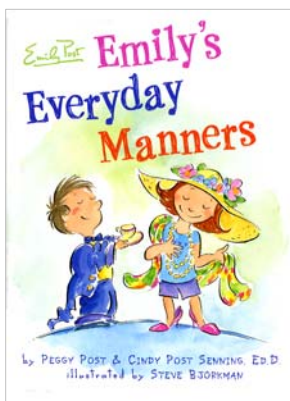
ISBN: 0-06-05716-9

Imprint: HarperCollins Children's books

Format: Hardcover

Price: \$15.99

For children ages 8-12, a hands-on look at how manners affect their everyday life. Advice for why manners matter, how to handle tricky situations, planning parties, getting along with your family and friends—and lots of other helpful information that every kid needs.



Emily's Everyday Manners

Authors: Peggy Post & Cindy Post Senning, Ed.D.

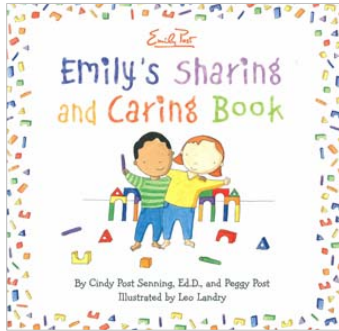
ISBN-10: 0-06-076174-1, ISBN-13: 978-0-06-076174-5

Imprint: Collins

Format: Hardcover

Price: \$16.99

In the first fully illustrated children's book from The Emily Post Institute, kids 4-7 can read along and watch as young Emily and her best friend Ethan ride the school bus, romp on the playground, visit friends, and eat at restaurants—all while having fun and learning the importance of good manners. Illustrated by Steve Björkman.



Emily's Sharing and Caring Book

Authors: Cindy Post Senning, Ed.D. and Peggy Post

ISBN: 978-0-06-111697-1

Imprint: Collins

Format: Hardcover

Price: \$16.99

Cindy Post Senning, Ed.D., and Peggy Post introduce the ideas of sharing and caring to children 3-6 years old. Cindy and Peggy believe that teaching children the basics of manners and the principles of etiquette—consideration, respect and honesty—can start at the earliest ages. With illustrations by Leo Landry.



Emily's Magic Words Please, Thank You, and More

Authors: Cindy Post Senning, Ed.D. and Peggy Post

ISBN: 978-0-06-111680-3

Imprint: Collins

Format: Hardcover

Price: \$15.99

Cindy Post Senning, Ed.D., and Peggy Post guide parents and toddlers through this bright and lively illustrated book introducing the magic words to little ones (ages 3-6 years old). Leo Landry's toddler-friendly illustrations and Cindy and Peggy's short, simple sentences aid parents in basic reading with their children, while a letter from the authors offers parents some advice for teaching etiquette basics.

How to Order Books

Thank you for coordinating books sales for The Emily Post Institute and our busy authors!

- For returnable books: 45% discount (if 10 or more books), free freight over \$450 retail. Exempt from sales tax with Tax ID (retail stores, corporations, non-profits).
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