



Miss Manners' Basic Training: Communication

By Judith Martin

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With the failure of schools, families, and other traditional social institutions to teach the basic rules of comportment, "Miss Manners" steps into the breach with this essential new series of "Basic Training" manuals. In this volume, she explores communications, answering all the vexing questions of what to do, when, and how to do it correctly. 192 pp. Author interviews. National radio publicity. National on-line publicity. National print ads. 50,000 print.

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Miss Manners' Basic Training: Communication By Judith Martin Bibliography

- Rank: #1267897 in Books
- Published on: 1996-12-24
- Released on: 1996-12-24
- Original language: English
- Number of items: 1
- Dimensions: 8.50" h x 5.75" w x 1.00" l,
- Binding: Hardcover
- 179 pages

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Editorial Review

From Publishers Weekly

In her latest resourceful etiquette manual, Martin, aka Miss Manners, brings shrewd insights and an amazing awareness of contingencies to her coverage of traditional terrain—the dos and don'ts of personal and business letters, telephone calls, get-well messages, rejection letters, condolences, invitations, Christmas cards, adoption and birth announcements. Recognizing that it has always been rude to press unwelcome intimacy, to misrepresent oneself, to bore people, to monopolize others' time, she extrapolates these principles to office e-mail, answering machines, conference calls via speakerphone, fax machines, beepers, cyberspace, computer bulletin boards. She has her pet peeves-printed greeting cards and "cute" writing papers-as well as her taboos (never fax a thank-you note to a human resources manager after a job interview). Readers will find a wealth of good advice delivered with wit, class and civility.

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From Booklist

One would think that after *Miss Manners Rescues Civilization*, she would rest from her labors. But in her vocation, the propagation of politesse, technology allows her no respite from appellants demanding her rulings on misdemeanors in the use of caller ID, call waiting, the Internet, facsimile machines, cellular phones, beepers, and other electronic contraptions. They plead; she adjudicates; we laugh, because there's always humor in the appalling behavior of others—which Martin teases out in her patented arch responses. And whereas she previously saved all humanity, she here sets more modest goals in her promotion of gentility: this book might be sub-subtitled "Boot Camp for Boors." For those who think there is nothing wrong with faxing personal news, with stiffing a caller with call waiting, with leaving cutesy messages on answering machines, Miss Manners renders deserved judgment on their trespasses. Yet her cause is the reformation of recusants, not their immolation at the stake (which would be impolite). Her pronouncements, read as distracting comedy or heeded seriously, are immensely popular, so make way for patron demand.

Gilbert Taylor

From Kirkus Reviews

Miss Manners has no tolerance for call-waiting, but answering machines, E-mail, and fax machines--used with consideration and an understanding of basic etiquette--are fine with her. Miss Manners's Gentle Readers will be encouraged to know that author Martin (*Miss Manners Rescues Civilization*, p. 581, etc.), while still occasionally employing her favorite quill pen for sensitive communication, also quite capably operates the latest technology to keep in touch with friends, family, and business colleagues. Apparently the first in a series of ``Basic Training'' etiquette manuals, this volume gets right to basic principles in the first chapter, setting readers straight on the stumbling blocks of some communications tools: Do not, for instance, send private messages by fax unless you want them to be read and chortled over by office staff and others the message does not concern. Do not take beepers to church or to events where the noise might disturb the pleasure or concentration of those present. Answering machines and voice-mail are a boon, undermining the tyranny of the telephone. It is not bad manners to let your machine pick up the call; it is bad manners to whip out your cellular phone when you are a guest at a party. In other chapters, Miss Manners hails the ``netiquette'' of Internet users, deplores ``customized'' letters, whether business or personal, and touts the simple, handwritten note as both less time-consuming and less expensive than shopping for an off-the-rack card of sympathy or congratulations. In an easy-to-use chart, icons flag the most appropriate medium for various types of messages. There are also samples of proper correspondence, from basic invitations to political harangues. Boot camp for both office and personal communication, whether rendered at 28,800 bps or in ``one's own dear little slanting hand.'' -- *Copyright ©1996, Kirkus Associates, LP. All rights reserved.*

Users Review

From reader reviews:

Toby Terry:

In this 21st century, people become competitive in every single way. By being competitive at this point, people have to do something to make all of them survive, being in the middle of the crowded place and notice through surrounding. One thing that often many people have underestimated the item for a while is reading. Sure, by reading a e-book your ability to survive raise then having chance to stand than other is high. For you personally who want to start reading the book, we give you this Miss Manners' Basic Training: Communication book as basic and daily reading reserve. Why, because this book is more than just a book.

Silvia McElroy:

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People live in this new time of lifestyle always make an effort to and must have the time or they will get lots of stress from both everyday life and work. So, whenever we ask do people have extra time, we will say absolutely sure. People is human not only a robot. Then we question again, what kind of activity do you have when the spare time coming to you actually of course your answer may unlimited right. Then ever try this one, reading books. It can be your alternative throughout spending your spare time, typically the book you have read will be Miss Manners' Basic Training: Communication.

Carol Wells:

The book untitled Miss Manners' Basic Training: Communication contain a lot of information on it. The writer explains the girl idea with easy approach. The language is very easy to understand all the people, so do certainly not worry, you can easily read it. The book was written by famous author. The author will take you in the new era of literary works. It is easy to read this book because you can please read on your smart phone, or program, so you can read the book throughout anywhere and anytime. If you want to buy the e-book, you can open their official web-site as well as order it. Have a nice read.

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