

Why Etiquette Matters

(Emily Post's Etiquette, p. 6)

Grounded as it is in timeless principles, etiquette enables us to face whatever the future may bring with strength of character and integrity. This ever-adaptive code of behavior also allow us to be flexible enough to respect those whose beliefs and traditions differ from our own. Civility and courtesy (in essence, the outward expressions of human decency) are the proverbial glue that holds society together—qualities that are more important than ever in today's complex and changing world.

<http://justagentlereminder.blogspot.com>

These Etiquette Cards are the creation of Kathleen Thometz

Just A Gentle Reminder...

E-Mail Never-Evers

(Emily Post's Etiquette, p. 301)

- 1. Forwarding an off-color joke*
- 2. Detailing a personal mishap*
- 3. Writing a message in all Caps*
 - 4. Spreading gossip*
 - 5. Discussing personally sensitive issues*
- 6. Criticizing another person*
- 7. Complaining about work or one's boss*
- 8. Using email to avoid face to face talk*
 - 9. Details about yours or another's health*
 - 10. Arguing with family or friends*