



The Pocket Butler: A Compact Guide to Modern Manners, Business Etiquette and Everyday Entertaining

Charles Macpherson

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Your favourite butler is back with even more advice to help you succeed in etiquette and entertaining!

In a fantastic follow-up to his national bestseller, *The Butler Speaks*, Charles MacPherson lays out the essentials of entertaining and business etiquette in this small, easy-to-follow guide. Now in its third printing, *The Butler Speaks* has become a go-to resource on household management, manners, and personal style. With a combination of his best tips from the first book and a wealth of new information, *The Pocket Butler* is the perfect basic overview for anyone looking for that extra edge in business and in life.

In addition to revisiting topics such as how to present a business card, shake hands, or set a table, *The Pocket Butler* offers advice on e-mail and text messaging etiquette, how to set up a modern greeting line in a boardroom, foolproof menu plans for every entertaining scenario, and much more. In his signature unfussy and approachable style, Charles shows how modern manners are more important than ever before, not only for those just entering the workforce, but for all professionals at any stage in their careers.



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