

Maggie O'Farrill

Author, lecturer and teacher of social etiquette



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www.learningmanners.com

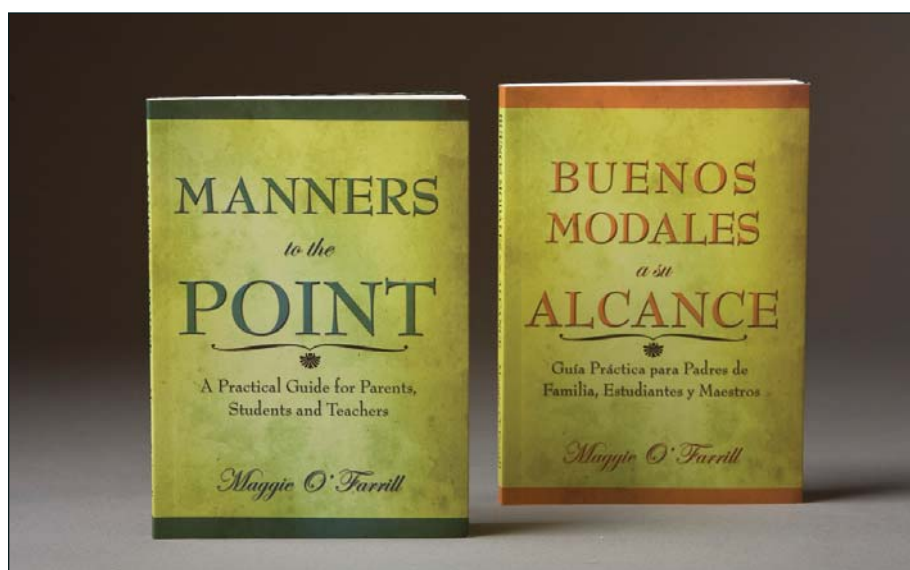
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Maggie O'Farrill began her career as director of the Margarita O'Farrill School of Personal Development, founded by her mother.

Since 1995, Maggie O'Farrill has specialized in helping thousands of people feel confident and enjoy the more interesting aspects of social contact.

She published her book *Manners to the Point* to provide *parents, teachers, students and school leaders* a practical and concise manual that would point out the rules of our modern social etiquette.



English ISBN: 978-0-9787576-0-1

Pub Date: October 2008

Format: Paperback, 121 pages

Genre: Manners/Etiquette

Size: 5 in. x 7 in.

Price: \$14.99 US

To purchase the books please visit www.learningmanners.com

Having good manners is essential for social advancement as well as for succesful personal and business relationships.

Maggie O'Farrill can visit your organization or school to give a presentation of her book, give a lecture or lead an interactive training workshop – based on the subject of your preference.

Maggie O'Farrill

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PRACTICAL SOCIAL

ETIQUETTE



List of possible topics for your lecture or workshop:

- First Impressions
- Introductions
- Communicate with Confidence
- For a Great Conversation Do Not...
- Restaurant Etiquette
- For a Buffet Gathering
- Being a Great Host or Hostess
- Being a Great Guest
- The Correct Way of Eating
- Setting the Table
- How to Serve and Eat
- Different Types of Food
- Courtesy at the Table
- What Not to Do at the Table
- Telephone Etiquette
- E-mail Etiquette
- Body Language and Poise
- Thank You Cards

Press Commentaries

It is essential to know why these rules are important. Not just that because they are rules, they need to be obeyed.

- *The Beverly Hills Courier*, May 18, 2007

When etiquette gets revived and brought to the conscious level of the younger parents, then we'll have children who will grow up to value manners. Consequently, we'll see a change in direction for the better in our society.

- *BBC World News*, May 31, 2005

Maggie O'Farrill's social advice is designed to help children suppress their shyness from an early age. Come to think of it, there are quite a few adults who could benefit from these skills, too.

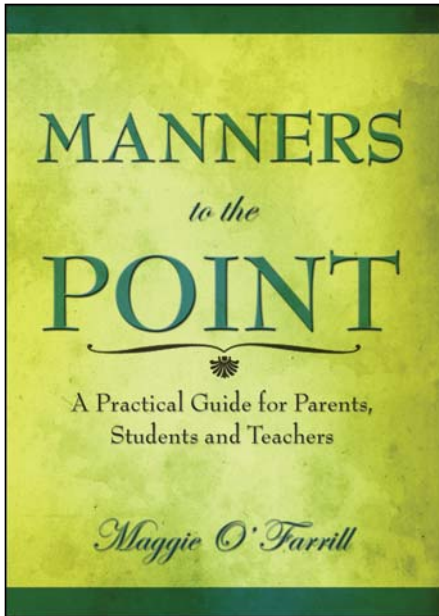
- *The Times* (The Times of London), September 25, 2000

Previous Lectures and Workshops

Through Parks and Recreation Departments, I have provided my course for the last 15 years in the following seven cities in the Los Angeles and San Diego counties: Manhattan Beach, Beverly Hills, Torrance, Long Beach, Pasadena, University City (San Diego), La Jolla (San Diego) and Chula Vista (San Diego).

- The American Red Cross: classes for elementary-aged students (Cravens Estate)
- Day One: classes for elementary-aged students (Ruth's Chris Steak House of Pasadena)
- Mother's Club: for mothers (Ruth's Chris Steak House of Pasadena)
- Foster/Kinship Care Education: classes for young adults (Pasadena City College)
- YWCA Pasadena-Foothill Valley: classes for young adults
- Washington Elementary School: classes for mothers
- Student Support Programs (PUSD): classes for mothers

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Acknowledgments

Introduction

- Chapter 1: First Impressions
- Chapter 2: Introductions
- Chapter 3: Shaking Hands
- Chapter 4: Communicate with Confidence
- Chapter 5: For a Great Conversation, Do Not...
- Chapter 6: Telephone Etiquette
- Chapter 7: E-mail Etiquette
- Chapter 8: Setting the Table
- Chapter 9: The Correct Way of Eating
- Chapter 10: How to Serve and Eat Different Types of Food
- Chapter 11: Courtesy at the Table
- Chapter 12: What Not to Do at the Table
- Chapter 13: Restaurant Etiquette
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- Chapter 16: Being a Great Guest
- Chapter 17: Body Language and Poise
- Chapter 18: Thank-you Cards
- Chapter 19: Additional General Tips
- Chapter 20: Student Quotes
- Chapter 21: Student Letter: You may end up in the White House
like I did - by Sarah

About the Author