EVOLUTION OF ETIQUETTE AND PROTOCOL: THE IMPORTANCE OF CIVILITY AND MANNERS

SYLLABUS

Week One: Introduction
   Etiquette and protocol: Why the Interest?
   Evolution of etiquette and protocol over the years

Week Two: A Discussion of Civility and Manners
   - How do you react to others? How do they see you?
   - Making proper introductions
   - Changes in the last 50 years
   - Electronic communications: cell phone, text, email and social media

Week Three: Cultural Differences: Domestic and International

Week Four: Cultural Differences Continued

Week Five: Special Topics and Take-Aways
   - High tea
   - Dining styles
   - Fun facts

Optional text: Much of this course is drawn from Etiquette Rules!: A Field Guide to Modern Manners; Nancy R. Mitchell; Wellfleet Press; 2017