



EDDA ACCADEMIA DI STILE

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*Social Etiquette*

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SHORT DURATION – PRIVATE COURSES 1:2:1  
ONLINE VIA SKYPE.

EACH MINI COURSE HAS A DURATION OF TWO HOURS,

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### SHORT DURATION – PRIVATE COURSE 1

#### INVITATIONS, THANKS AND GIFTS

- WRITTEN INVITATION
- ELECTRONIC INVITATION
- TELEPHONE INVITATION
- THE CORRECT INTERPRETATION OF AN INVITATION
- HOW TO ANSWER TO AN INVITATION
- FORMS OF ADDRESS
- PRACTICAL TEST
- THE ART OF KNOWING WHAT TO GIVE
- WHAT SHOULD BE GIVEN AND WHAT SHOULD NOT BE GIVEN
- THE RULES FOR SENDING GIFTS
- WHAT KIND OF GIFTS CAN BE GIVEN ABROAD
- PERSONAL CARDS AND THANK YOU NOTES
- CASE HISTORIES

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### SHORT DURATION – PRIVATE COURSE 2

#### THE TABLE

- INTERNATIONAL RULES
- THE COMPLETE GUIDE FOR A PERFECT FORMAL TABLE SETTING
- BUFFET AND BRUNCH
- TEA TIME
- COFFEE TIME
- TEST
- PRACTICAL INFORMATION SHEETS
- CASE HISTORY

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### SHORT DURATION – PRIVATE COURSE 3

#### THE BEHAVIOUR AND THE SERVICE AT THE TABLE

- THE START OF A MEAL
- HOW TO USE THE FORMAL SETTINGS
- THE POSTURE AT THE TABLE
- THE SOCIAL CONVERSATION
- THE TOAST
- COFFEE TIME
- WHEN THE MEAL HAS FINISHED
- THE RIGHT TIME TO WITHDRAW
- SMOKERS
- THE DIFFERENT TYPES OF SERVICE (FRENCH SCHOOL, ENGLISH SCHOOL  
AND SOME OTHER TYPES OF SERVICE)
- SOME RULES AT THE TABLE: EVERYTHING HAS ITS POSITION AND  
A REASON TO BE THERE
- SOME IDEAS ON HOW TO STRUCTURE A MENU
- TEST

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SHORT DURATION – PRIVATE COURSE 4

DRESSING

- THE FIRST IMPRESSION
- INVITATIONS: OFFICIAL – FORMAL - INFORMAL
- MALE DRESS
- FEMALE DRESS
- FUNERALS
- GESTURES
- SOME SUGGESTIONS
- CASE HISTORY