



Because It Matters – Civic Organizations Civility Reading List

General / Personal

Baldrige, Letitia. *Taste*

Bolton, Robert. *People Skills: How to Assert Yourself, Listen to Others, and Resolve Conflicts*. New York: Touchstone, 1986.

Caldwell, Mark A *Short History of Rudeness: Manners, Morals, and Misbehavior in Modern America*

Carter, Stephen L. *Civility: Manners, Morals and the Etiquette of Democracy*. New York: Basic, 1998

Ciaramicoli, Arthur P., and Katherine Ketcham. *The Power of Empathy: A Practical Guide to Creating Intimacy, Self-Understanding, and Lasting Love*. New York: Plume, 2001

Forni, P.M. *Choosing Civility: The Twenty-Five Rules of Considerate Conduct*, New York, St. Martin's Griffin, 2003.

Gallant, Janet. *Simple Courtesies: How to Be a Kind Person in a Rude World*, Pleasantville: Reader's Digest, 1996.

Goleman, Daniel. *Emotional Intelligence*. New York: Bantam, 1997.

Goleman, Daniel. *Working with Emotional Intelligence*. New York: Bantam, 1998

Hallowell, Edward M. *Connect*. New York: Pantheon, 1999

Kasser, Tim. *The High Price of Materialism*. Cambridge: Bradford, 2002.

Kasson, John F. *Rudeness and Civility: Manners in Nineteenth Century Urban America*

Martin, Judith. *Miss Manners Rescues Civilization from Sexual Harassment, Frivolous Lawsuits, and Other Lapses in Civility*. New York: Crown, 1996.

Mercedes, Sister Mary *A Book of Courtesy: The Art of Living with Yourself and Others*

The Mount Vernon Ladies' Association *George Washington's Rules of Civility & Decent Behaviour in Company and Conversation*. Mount Vernon: 1992

Nichols, Michael P. *The Lost Art of Listening: How Learning to Listen Can Improve Relationships*. New York: The Guilford Press, 1995.

Stumph, Bill *Ice Palace That Melted Away, The: Restoring Civility and Other Lost Virtues to Everyday Life*

Business

Davis, Phyllis. E2: *Using the Power of Ethics and Etiquette in American Business*. Entrepreneur Press, 2003

Post, Peggy, and Peter Post. *The Etiquette Advantage in Business*. New York: HarperResource, 1999.

Gonthier, Giovinella *Rude Awakenings: Overcoming the Civility Crisis in the Workplace*

Schools

Vincent, Dr. Philip Fitch *Restoring School Civility: Essential for the Success of No Child Left Behind*

Children's Books

Barnes, Bob *A Little Book of Manners for Boys: A Game Plan for Getting Along with Others*

Packer, Alex J. *The How Rude! Handbook of School Manners for Teens: Civility In The Hallowed Halls*

Santorum, Karen *Everyday Graces: A Child's Book of Good Manners*

Books for Parents

Baldrige, Letitia *More than Manners: Raising Today's Kids to Have Good Manners and Kind Hearts*

Eberly, Sheryl *365 Manners Kids Should Know: Games, Activities, and Other Fun Ways to Help Children Learn Etiquette*