

The Elegant Lady's handbook

A G U I D E

What is
inside?

A handbook on
personal
elegance

TO PERSONAL ELEGANCE

Raka Amandh

DISCLAIMER



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K A K A A M A N O H

DEDICATION



TO MY MOTHER
the first elegant lady I ever knew...

www.kakaamanoh.com

ΚΑΚΑ ΑΜΑΝΟΗ

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INTRODUCTION

Dear Elegant Lady,

This particular handbook focuses on Personal Elegance.

When I say personal elegance, I mean the elegance of your person. It is how you bring refinement to your person. From how you look daily, to how you speak/act daily. It is the foundation of your elegance journey.

The Kaka Amanoh brand has put together this handbook knowing that the application of its content can contribute to building or solidifying the foundation needed to be an elegant lady.

This guide does not just focus on the aesthetics of being elegant; true elegance starts from within and then radiates outward. With this handbook, I hope to ignite in you, the desire to be elegant through and through.

Yours gracefully,

Kaka Amanoh

CHAPTER 1



ETIQUETTE AND REFINEMENT

Etiquette and Refinement are the core foundation of your personal elegance. It is impossible to be elegant and ill-mannered. An elegant person is one who knows and adheres to good socially and culturally acceptable behavior; one who respects rules of common courtesy; and one whose behavior shows consideration for others.

Therefore, to be an elegant lady, it is not enough to avoid bad manners. You must possess manners that captivate others. Your charm must be alluring and endearing.

The best way to imbibe etiquette is to be trained and, most importantly, to practice it daily. That is the most effective way to have it become a part of you. If you're ready to take this step, visit:

www.kakaamanoh.com

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RULES OF *Common Courtesy*

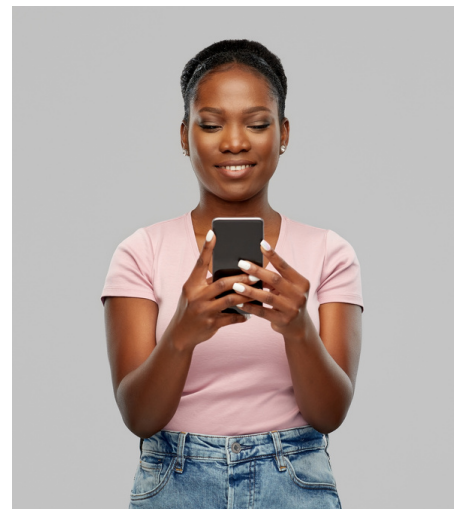
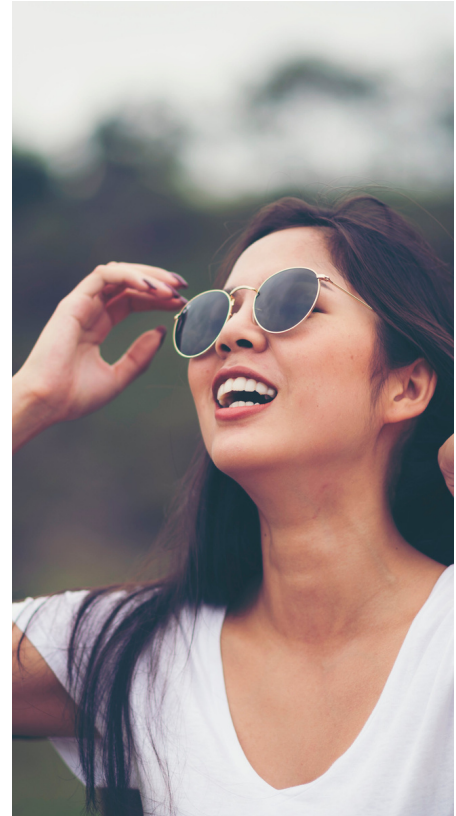
Here are some basic rules of socializing that would instantly boost your refinement:

- Always greet the people you encounter.
- Always be punctual. Being late is a very inconsiderate and rude act on its own. If you must be late or cannot help it, do call or send a message ahead to apologize, state that you're running late, and give your new ETA. If you're later than 30mins of the scheduled time, it may be more considerate to reschedule.
- Do not reject calls without sending a message to say you'd call back, or that it is a bad time for you to take a call.

- Always keep your volume in check when in public places. They are usually already noisy enough as it is, do not add to it by being louder than necessary.

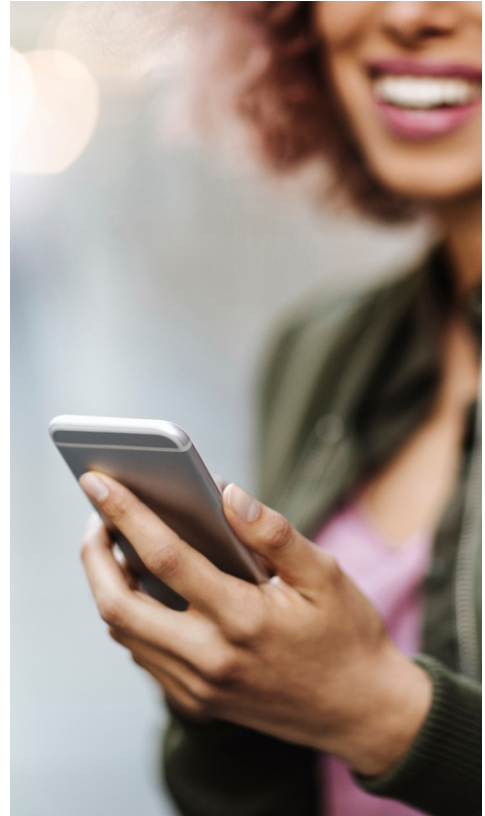


- Minimize your screen time when in the company of others. It's rude to stare at your phone when someone is speaking directly to you.
- It is rude to keep making or taking calls, checking your phone, texting, or going on social media when with people. It is also rude to have your earphones or headphones on when you're part of a conversation.
- Do not dial people more than twice at a given time. If they do not pick up, presume that they are engaged, and wait for them to return your call. You can also leave a message asking them to do so.
- Do not take personal calls in public and when in the company of people you're unfamiliar with or people you have a more formal relationship with.



- Do not hang around when someone is taking a personal call if you can help it. If you can't, do all in your power not to eavesdrop.
- Do not wear sunglasses indoors

- Always return missed calls, and other rejected calls within 24 hours. Try to respond to messages within the same time frame. If you're unable to meet up within 24 hours, do not forget to apologize.
- Always remember to inform people that would typically try to reach you, if you would be unreachable for a certain period of time, to avoid getting them anxious or worked up.
- Respect the rule of phone privacy.
- Do not bring up a conversation a person had with another while you were present, except they bring it up first.



- Do not stare at a person's screen while they are texting; look away. Do not swipe left or right, or scroll up or down when a person shows you an image or text on their phone until invited to do so.

- Do not give advice unless invited to do so.
- Do not jump into a conversation you're not a part of to give your opinions without first being invited expressly or impliedly into the conversation.
- Compliment when appropriate, but do not flatter. Always keep the compliments appropriate.
- Always listen and pay attention when a person is speaking to you. Adopt good listening postures: sit up, keep your eyes on them, nod when necessary and use words that show that you're listening, but that do not interrupt the speaker, eg “right”, “got it” “interesting”, etc.



- Respect other people's views even when you do not agree with them. Disagree politely or diplomatically.
- Do not interrupt people when they are speaking. Allow them speak and wait till they are done. If it is imperative that you interrupt them, always apologize beforehand.

- Do not intrude on a conversation you're not a part of. If you must, excuse yourself and apologize profusely for intruding, then ask that you be permitted to do so, before going ahead.
- Do not chew gum obtrusively. No cracking, popping, smacking, chomping, or maintaining a mechanical rhythm. It is very offensive and highly unattractive.
- Do not litter the environment. Hold onto your trash till you find the appropriate bin for it.
- Do not put recyclable trash in the trash can, nor put non-recyclable trash in the recycle bin.



- Do not spit. Spitting anywhere other than privately in restrooms or bathrooms is nasty, unhygienic, and rude.



WHAT TO DO IN PUBLIC

- Maintain queues patiently and in an orderly fashion.
- Do not jump queues, queue from the sidelines, or disrupt queues.
- Do not also hold up queues unnecessarily when it is finally your turn; start preparing within a reasonable time, before it's your turn.
- Always double-check and ensure that you get on the right queue.
- Do not complain loudly about the wait; make long or private calls while queuing. Do not hold up spaces for friends who are not even in the queue.
- Never park in a space reserved for a class of persons if you do not fall under that class, eg disabled persons.
- Always render help or offer assistance to handicapped people, old people, pregnant women, or other vulnerable-looking people whenever they look like they may need it.

- Always treat everyone with politeness, but go the extra mile in treating politely those who attend to you, even when you're paying for the services: cashiers, flight attendants, taxi drivers, customer care representatives, housekeepers/helps, hotel staff, janitors, wait staff, etc. There is absolutely no excuse for being rude or disrespectful to people who serve you. It is your responsibility to be courteous and respectful. Besides, it speaks badly about you if you neglect this responsibility.
- Do not reprimand or criticize individuals publicly, except it is a matter of public opinion. Even then, be civil about it.



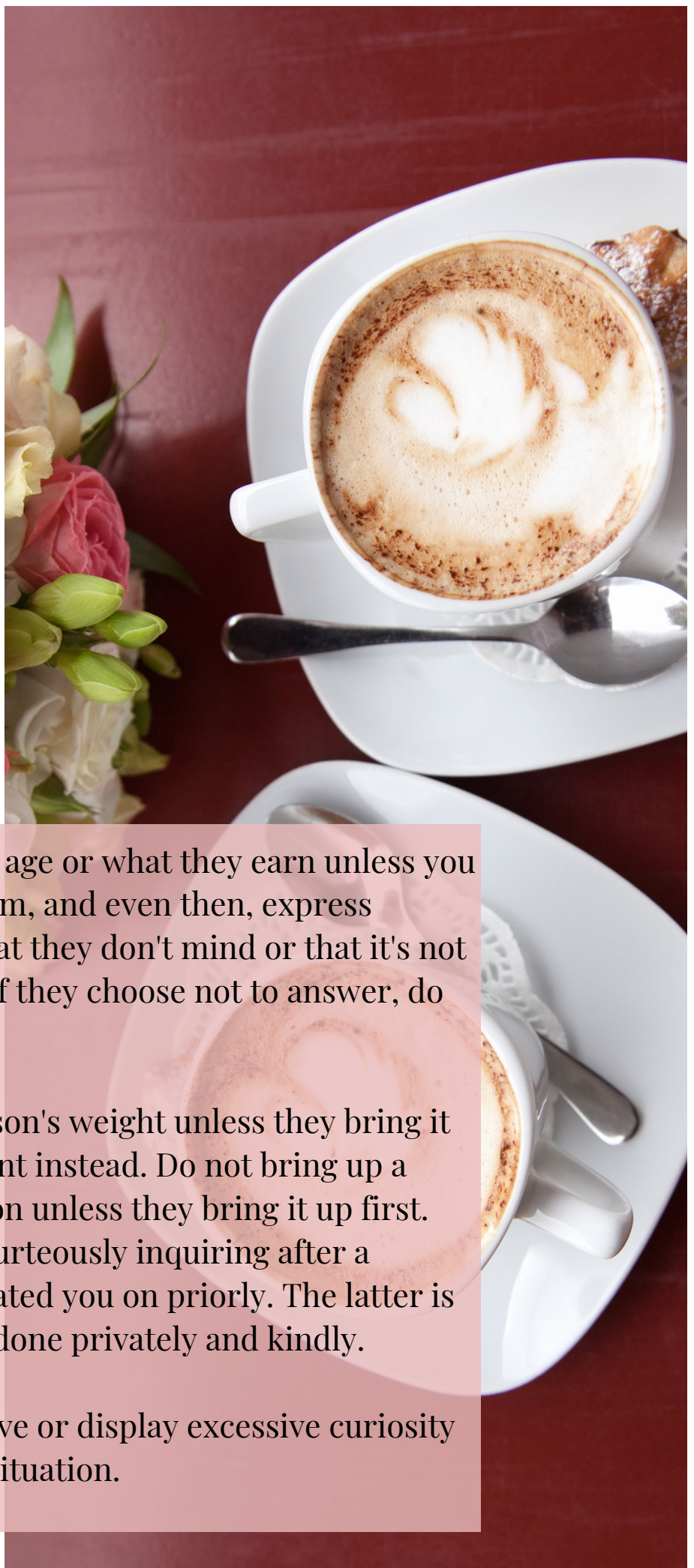
- Traditionally, men got or held doors and chairs for women. Even though this is still appreciated in romantic relationships, nowadays, every able-bodied person should hold doors and elevators for the people coming immediately behind them; regardless of age or gender.

When talking to people

Do not ask a person their age or what they earn unless you are very familiar with them, and even then, express concern that you hope that they don't mind or that it's not too personal a question. If they choose not to answer, do not probe further.

Never comment on a person's weight unless they bring it up. Pay them a compliment instead. Do not bring up a person's sensitive situation unless they bring it up first. This does not apply to courteously inquiring after a situation they have intimated you on priorly. The latter is important but should be done privately and kindly.

Do not be overly inquisitive or display excessive curiosity about a person's private situation.



- Always ask how they are doing, and let them know that you're there for them if they ever need to talk, then let them be. If they wish to let you in, they will. When a person lets you in on private information, keep it private.
- In a crowd or a crowded staircase/escalator, always leave reasonable space between yourself and the person in front of you. Ensure that they have enough room to move around without bumping into you or your personal effects. Be mindful of your luggage, bags, etc, so that they don't knock or poke others around you.



LEARN TO SAY NO

Do not be afraid to say “no”. However, do so in the best way possible, without being insincere or patronizing. Try accompanying a “no” with a positive comment, and a polite or warm smile. Eg “No, but thank you for offering”.



You can also accompany your “no” with an honest reason. This is not always necessary, save for some persons whom our relationship with them requires that we proffer reasons for the “no”.