



and
The Woman's Club of Fairmont
present

Young Ladies Etiquette Program

For children aged 6-8

This exciting six-week class will be taught by certified etiquette expert **Lyla Grandstaff** of Fairmont. Cost is \$100, which includes the class and all materials.

Lyla holds a Bachelor of Science Degree in business from Fairmont State University and is completing her Master's Degree in Corporate and Organizational Communications from West Virginia University.

She also earned her certification in Business, Social and Children's Etiquette from the Etiquette Institute of St. Louis, Mo. She is a lifetime member of the Etiquette Institute and a member of Toastmasters International.

Lyla is active in her community, serving as an advisory member for the Salvation Army of Marion, Monongalia and Preston counties; a member of the Design Committee for Main Street Fairmont; and as a member of the Marketing and Communications Committee of the Community Foundation of North Central West Virginia.



Lyla Grandstaff

726 East Park Avenue #104 • Fairmont, WV 26554 • (304) 476-7168



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The Program

Poise

- ⇒ Correct stance
- ⇒ Proper sitting position
- ⇒ Posture
- ⇒ Walking
- ⇒ Pivots, fashion show practice
- ⇒ Doors, stairs, stooping
- ⇒ Thank-you notes
- ⇒ Correspondence



Social Etiquette

- ⇒ Introductions
- ⇒ Conversation
- ⇒ Telephone manners
- ⇒ Making a speech



Style & Grooming

- ⇒ Basic skin, hair and hand care
- ⇒ Basic beauty routine



Party Etiquette

- ⇒ Table manners
- ⇒ Tea party etiquette
- ⇒ Gracious hostess



Graduation & Fashion Show

- ⇒ Parents invited to participate

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