



## Business Etiquette For Dummies (Paperback)

By Sue Fox

John Wiley and Sons Ltd, United Kingdom, 2008. Paperback. Condition: New. 2nd Edition. Language: English . Brand New Book. Make no mistake, etiquette is as important in business as it is in everyday life it's also a lot more complicated. From email and phone communications to personal interviews to adapting to corporate and international cultural differences, Business Etiquette For Dummies, 2nd Edition, keeps you on your best behavior in any business situation. This friendly, authoritative guide shows you how to develop good etiquette on the job and navigate today's diverse and complex business environment with great success. You'll get savvy tips for dressing the part, making polite conversation, minding your manners at meetings and meals, behaving at off-site events, handling ethical dilemmas, and conducting international business. You'll find out how to behave gracefully during tense negotiations, improve your communication skills, and overcome all sorts of work-related challenges. Discover how to: Make a great first impressionMeet and greet with easeBe a good company representativePractice proper online etiquetteAdapt to the changing rules of etiquetteDeal with difficult personalities without losing your coolBecome a well-mannered travelerDevelop good relationships with your peers, staff, and superiorsGive compliments and offer criticismRespect physical, racial,...



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