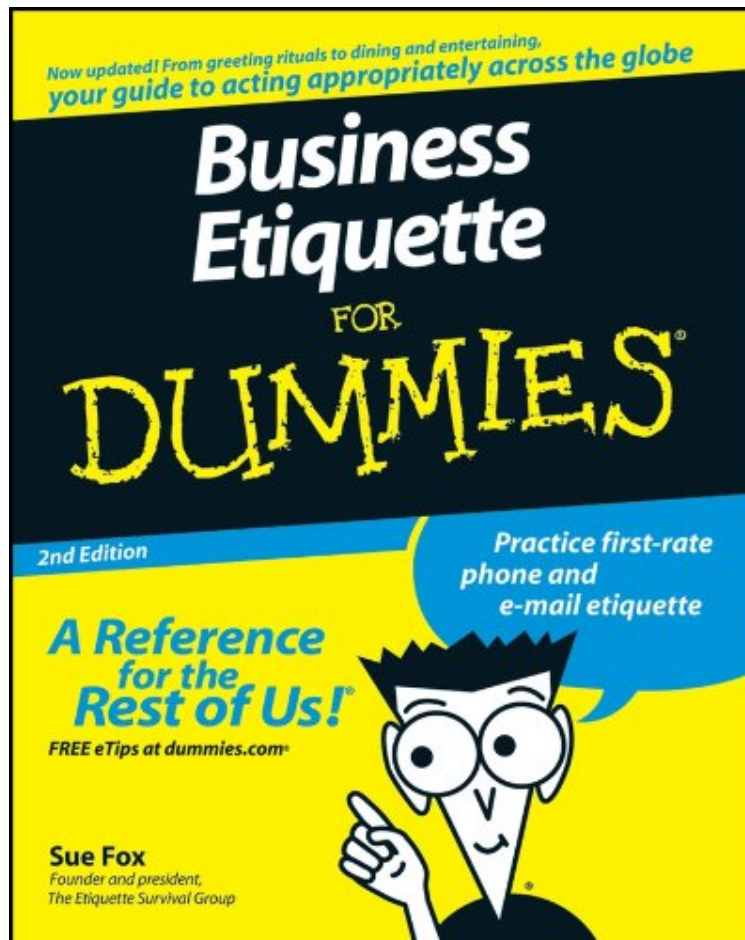


Business Etiquette For Dummies

Sue Fox

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Sue Fox : Business Etiquette For Dummies before purchasing it in order to gage whether or not it would be worth my time, and all praised Business Etiquette For Dummies:

2 of 2 people found the following review helpful. Basic review of mannersBy Bethany E. TheilmanA nice review of basic manners. The foreign sections seemed a little odd. The Japan section must have been researched on another island than Hokkaido. They left out taking a shopping bag of little "happies" for everyone you meet. We didn't even get out of the airport before a random little old lady had greeted us, and given us a box of cookies for welcome. Fortunately we were forewarned and whipped out our own Mississippi-themed gift for her. Exchanging presents is pretty much a national sport.0 of 0 people found the following review helpful. Great book! Must read!By Robyn KrzykwaThis book helped me start my costume character business. I also used it a lot as a activities director.0 of 0 people found the following review helpful. Being Cognizant of what is appropriate in business settings is ...By CustomerBeing Cognizant of what is appropriate in business settings is important for anyone looking to enhance their career, or potentially take on entrepreneurial ventures. This book is a must read.

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 impression
- Meet and greet with ease
- Be a good company representative
- Practice proper online etiquette
- Adapt to the changing rules of etiquette
- Deal with difficult personalities without losing your cool
- Become a well-mannered traveler
- Develop good relationships with your peers, staff, and superiors
- Give compliments and offer criticism
- Respect physical, racial, ethnic, and gender differences at work
- Learn the difference between "casual Friday" and sloppy Saturday
- Develop cubicle courtesy
- Avoid conversational faux pas

Business etiquette is as important to your success as doing your job well. Read *Business Etiquette For Dummies, 2nd Edition*, and make no mistake.

From the Back Cover: Treat people with courtesy and give your career a boost! Your first aid kit for cell-phone slip-ups and power lunch blunders. Avoid embarrassment, build relationships, and get ahead with good manners! Your mother was right: good manners count. But how do you handle human interactions in today's high-tech global marketplace? Relax! This friendly guide by two etiquette pros shows you the way. From dealing with e-mail challenges to entertaining foreign clients, you'll find out how to behave professionally in any business situation. Discover how to:

- Handle cyber communications smoothly
- Navigate today's multicultural workplace
- Deal with difficult people and ethical dilemmas
- Survive conferences and trade shows
- Avoid business entertainment no-nos

THE DUMMIES WAY
Explanations in plain English "Get in, get out" information Icons and other navigational aids Tear-out cheat sheet Top ten lists A dash of humor and fun Get Smart! www.dummies.com Register to win cool prizes Browse exclusive articles and excerpts Get a free Dummies Daily e-mail newsletter Chat with authors and preview other books Talk to us, ask questions, get answers About the Author Sue Fox is the author of *Etiquette For Dummies*, runs *Etiquette Survival*, a well-known etiquette training company, and is also president of *Ethologie, Inc.* Perrin Cunningham is CEO of *Ethologie, Inc.*