

# The Essential Guide to Business Etiquette

*By Lillian Hunt Chaney, Jeanette St Clair Martin*  
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0 of 0 review helpful Not By E Neal This book was purchased for a class that I m taking The chapters are very long and the information that I ve read is information that I m already aware of In my opinion if you aren t familiar with the basic forms of business etiquette than you are probably better off reading an internet article I found that more interesting One section of Chapter 3 talks about office gossip It s Which fork should you use to eat the salad at a business lunch What does business casual really mean What s the one thing it s important not to do when meeting a Japanese businessperson for the first time Good social skills are critical to success in today s competitive business world Excellent manners not only grease the wheels of commerce but an employee s positive professional image rubs off on the company and improves its reputation The Essential Guide to From Booklist This is a practical guide for business etiquette for almost every situation The 14 chapters include everything from job interview etiquette to office politics to business entertaining and sports eti

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