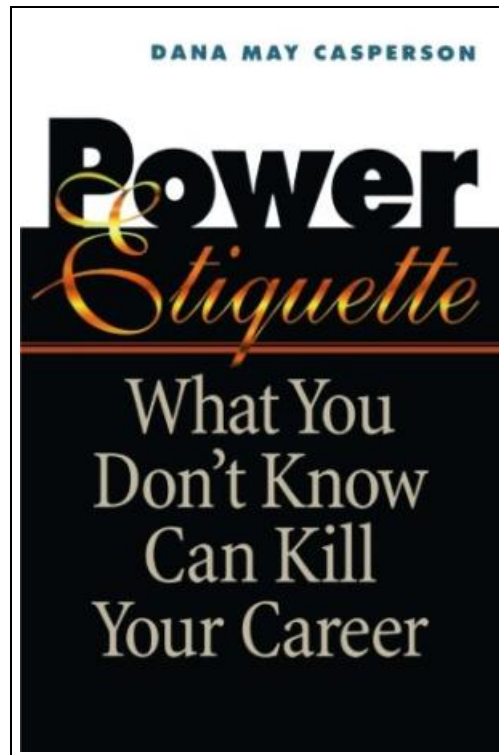


Power Etiquette: What You Don't Know Can Kill Your Career



Filesize: 8.82 MB

Reviews

Complete guideline for publication fans. I am quite late in start reading this one, but better then never. It is extremely difficult to leave it before concluding, once you begin to read the book.

(Llewellyn Terry)

POWER ETIQUETTE: WHAT YOU DON T KNOW CAN KILL YOUR CAREER



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Amacom, United States, 1999. Paperback. Book Condition: New. New.. 226 x 147 mm. Language: English . Brand New Book ***** Print on Demand *****.Can table manners make or break a megamerger? Can a faxing faux-pas derail a promising business relationship? Can an improper introduction cost you a client? Can manners (or lack of them) really kill a career? Absolutely. In an era when companies are competing on the basis of service, manners are much more than a social nicety -- they re a crucial business skill. In fact, good manners are good business. This no-nonsense manners reference refreshes readers on everyday etiquette and makes sure they re on their best behavior. It provides quick guidance on such pertinent and timely topics as: * telephone, e-mail, and Internet etiquette * table manners *grooming and business dress * written communications * gift giving * resumes and interviews * making introductions * public speaking * networking, and more.



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