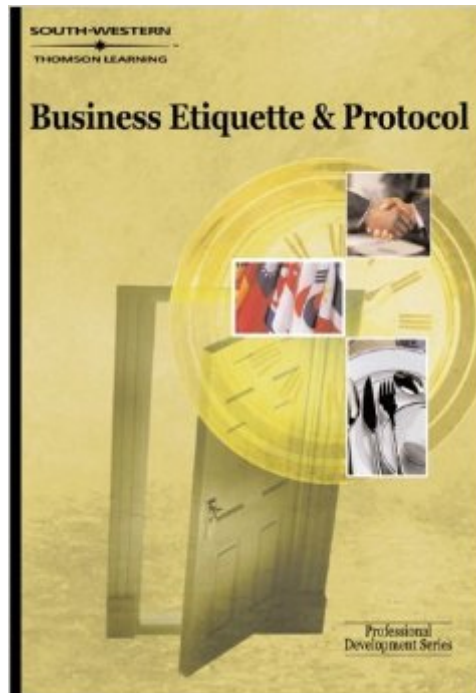


The book was found

Business Etiquette & Protocol: Professional Development Series



Synopsis

Finally information that explains proper social manners for every type of business situation. The Professional Development Series is designed to guide and teach both professionals and students the social skills necessary to compete and succeed in today's global environment. Covering such topics as Team Dynamics, Leadership in Organizations, Career Planning and Networking and Business Etiquette and Protocol, these short, comprehensive books will provide the reader immediate "know-how" to feel comfortable in any type of professional situation. Available by themselves or in bundles, these will prove to be a must have for every business person. Business Etiquette and Protocol focuses on basic business etiquette, social dining and entertainment etiquette, and international cultural etiquette..

Book Information

Series: Professional Development Series

Paperback: 96 pages

Publisher: Cengage Learning; 1 edition (January 2, 2001)

Language: English

ISBN-10: 0538724633

ISBN-13: 978-0538724630

Product Dimensions: 9.2 x 6.4 x 0.2 inches

Shipping Weight: 4.8 ounces (View shipping rates and policies)

Average Customer Review: 3.5 out of 5 stars Â Â See all reviews Â (4 customer reviews)

Best Sellers Rank: #917,248 in Books (See Top 100 in Books) #198 in Â Books > Business & Money > Processes & Infrastructure > Office Automation #209 in Â Books > Business & Money > Processes & Infrastructure > Office Management #412 in Â Books > Business & Money > Business Culture > Etiquette

Customer Reviews

This book should be read by everyone! It's full of common sense that clearly isn't so common! Great for a boss to buy for his company! Or for a student to read as they're entering the business world. Even better, buy this for someone you know who is entering the working world. Written by a professor at my school who is a great teacher and knows her stuff! I liked it and think it's a great gift or reference for anyone in the business world...and who isn't?!?!

I bought this for a friend who was going into a job which involved engaging with an endless stream

of high-ranking government and military visitors at her government location overseas. She said that the book was a considerable help, although coming from the South - the woman was already steeped with considerable experience in southern-style hospitality anyway. She liked the book.

I purchased the book as a requirement for an elective business class that I was taking as a part of a technical master's degree I was pursuing. I have found the book useful in my business career and have referenced it once in a while. The book has been borrowed by friends as they train new employees in dining etiquette and sales calls. Although I do not agree with all of the ideas presented, I have found the book useful in defining how one should act in business situations.

It's 2014 people. Seriously?!

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