



# Emily Post's Guide to Business Etiquette

*Elizabeth L. Post*

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## **Emily Post's Guide to Business Etiquette** Elizabeth L. Post

The classic etiquette guide . . . totally updated for business in the next millennium.

Like all true wisdom, which does not diminish but increases over time, Emily Post's Guide to Business Etiquette draws on the traditional, sensible advice of Emily Post, but with a distinct voice for the new millennium.

In today's fast-paced, contact driven, interpersonal business environment, nothing is more important than understanding good taste and decorum.

Knowing how to handle an increasing array of sensitive situations is the benchmark of character, and an indication of good business sense. Realistic and plain-speaking, Emily Post's Guide to Business Etiquette decodes the rules, and addresses the fundamentals yet includes current concerns such as:

- Personal Appearance
- Job-searching - -some of the questions you might expect and how to handle questions interviewers shouldn't ask, but do
- Public Speaking, Radio and Television appearances
- Teleconferencing
- Entertaining clients and co-workers
- Restaurant Meetings
- a section on Home Offices, and much more.

Emily Post's Guide to Business Etiquette can strengthen the life-forming good habits that increase your self-esteem and add style to your ventures. This is an essential resource for any career stage.

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The publication untitled Emily Post's Guide to Business Etiquette is the reserve that recommended to you to learn. You can see the quality of the publication content that will be shown to a person. The language that creator use to explained their way of doing something is easily to understand. The author was did a lot of analysis when write the book, to ensure the information that they share to you is absolutely accurate. You also could get the e-book of Emily Post's Guide to Business Etiquette from the publisher to make you far more enjoy free time.

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