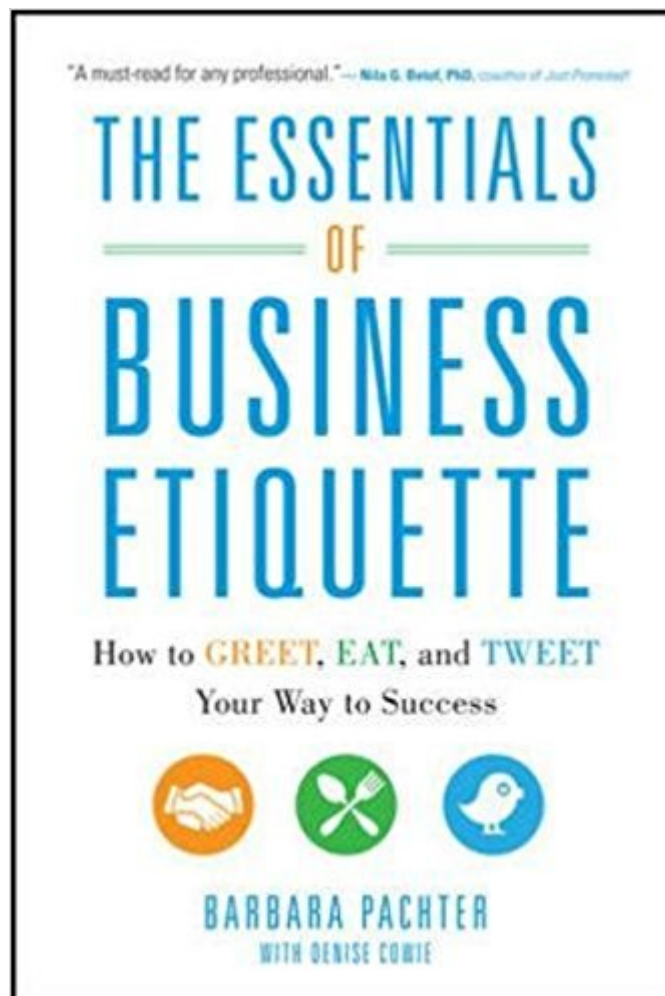




The book was found

The Essentials Of Business Etiquette: How To Greet, Eat, And Tweet Your Way To Success (Business Books)



Synopsis

The Definitive Guide to Professional Behavior Whether you're eating lunch with a client, Skyping with your boss, or meeting a business partner for the first time--it's all about how you present yourself. The Essentials of Business Etiquette gives you 101 critical tips for improving behavior in any business situation--all delivered in a quick, no-nonsense format. "If you are looking for practical guidelines on how to conduct yourself in a business situation, what behaviors you need to use to get ahead, and how to be sure that you do not offend others, read this book!" --

MADELINE BELL, President and COO, The Children's Hospital of Philadelphia "Pachter has once again done an excellent job at highlighting some key tools to succeed in leadership and how to conduct yourself in the workplace." -- JOSEPH A. BARONE, PharmD, FCCP, Acting Dean and Professor II, Rutgers University, Ernest Mario School of Pharmacy "The pragmatic advice Barbara offers is sure to meaningfully help people be more confident and effective in multiple business situations." -- ELIZABETH WALKER, Vice President, Global Talent Management, Campbell Soup Company "Readable, well-organized . . . presents practical, sound advice on the most common situations involving business etiquette: communication, body language, dress, dining, telephone, and cell phone use, making presentations, job interviewing, and many other essentials. Recommended. All business collections and readership levels." -- CHOICE

Book Information

Series: Business Books

Paperback: 256 pages

Publisher: McGraw-Hill Education; 1 edition (July 30, 2013)

Language: English

ISBN-10: 0071811265

ISBN-13: 978-0071811262

Product Dimensions: 7 x 0.6 x 8.9 inches

Shipping Weight: 9.6 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 50 customer reviews

Best Sellers Rank: #23,926 in Books (See Top 100 in Books) #16 in Books > Business & Money > Business Culture > Etiquette #38 in Books > Business & Money > Skills > Running Meetings & Presentations #51 in Books > Business & Money > Management & Leadership > Training

Customer Reviews

The Definitive Guide to Professional Behavior Whether you're eating lunch with a client, Skyping with your boss, or meeting a business partner for the first time--it's all about how you present yourself. The Essentials of Business Etiquette gives you 101 critical tips for improving behavior in any business situation--all delivered in a quick, no-nonsense format. "If you are looking for practical guidelines on how to conduct yourself in a business situation, what behaviors you need to use to get ahead, and how to be sure that you do not offend others, read this book!" --

MADELINE BELL, President and COO, The Children's Hospital of Philadelphia "Pachter has once again done an excellent job at highlighting some key tools to succeed in leadership and how to conduct yourself in the workplace." -- JOSEPH A. BARONE, PharmD, FCCP, Acting Dean and Professor II, Rutgers University, Ernest Mario School of Pharmacy "The pragmatic advice Barbara offers is sure to meaningfully help people be more confident and effective in multiple business situations." -- ELIZABETH WALKER, Vice President, Global Talent Management, Campbell Soup Company "Readable, well-organized . . . presents practical, sound advice on the most common situations involving business etiquette: communication, body language, dress, dining, telephone, and cell phone use, making presentations, job interviewing, and many other essentials. Recommended. All business collections and readership levels." -- CHOICE

BARBARA PACHTER is president of Pachter & Associates. She is an internationally renowned business etiquette and communications speaker, coach, and author who has delivered more than 2,100 seminars throughout the world. For more information, visit www.pachter.com.

IT IS A VERY HELPFUL BOOK. sPECIALLY TO A FOREIGNER LIKE ME AND DO NOT HAVE JOB EXPERIENCE YET IN THIS COUNTRY.

I have devoured this book! Great, easy, quick read. A lot of it is common sense, but once you start reading, you realize how many people you know that need this information! So many answered questions in a clear, relatable form.

Great book for young people entering the workforce.

Great information. Gives you pause for thought on industry best practices.

I didn't think I'd actually like this book as much as I did, but it is wonderful. Clear concise advice that

is easy to look up. I couldn't have asked for a better book!

Excellent book! I bought one for each of my almost grown kids!!

Business Etiquette is an ok book. There are some good examples about etiquette and how to handle business situations. But there are some chapters and notes that are, in the attempt of being enjoyable and amusing, quite silly.

I really enjoyed this book and it taught me many essential tips for business etiquette. Barbara Pachter, a business etiquette and communications speaker, goes over several business etiquette rules and techniques to use in the real world. My favorite thing about this book is she gives her real life experiences and stories throughout the book, so your able to see that the things you think are silly really do happen in real life. She gives tips ranging from how to introduce yourself to how to dine at a formal event. She also adds a few sections that are tips you wouldn't find in an older business etiquette book, such as tips dealing with social media. I would give this book a 5/5 and highly recommend it to anyone entering or already in the business field.

[Download to continue reading...](#)

The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success
(Business Books) How to Greet Strangers: A Mystery Business Class: Etiquette Essentials for
Success at Work Weight Loss: INTERMITTENT FASTING: Eat Stop and Eat (lose Weight Eat to
Live Healthy Diet Plans Fat Burning Success Weight Loss) (Beginner's Guide) Do Not Tweet at an
IEP Meeting: And Other Tips and Strategies to Negotiate Special Education Services Pitch, Tweet,
or Engage on the Street: How to Practice Global Public Relations and Strategic Communication
Modern Essentials Bundle 6th - Modern Essentials 6th Edition a Contemporary Guide to the
Therapeutic Use of Essential Oils, An Introduction to Modern Essentials, and Modern Essentials
Reference Card Culture Shock! Jakarta: A Survival Guide to Customs and Etiquette (Culture Shock!
at Your Door) (Cultureshock Jakarta: A Survival Guide to Customs & Etiquette) Culture Shock!
Tokyo: A Survival Guide to Customs and Etiquette (Culture Shock! At Your Door: A Survival Guide
to Customs & Etiquette) The Art of Belief: Design Your Mind to Destroy Limitations, Unleash Your
Inner-Greatness, and Achieve the Success of Your Dreams (Success Mindset, Mind Development,
Personal Success Book 1) Simple Guide to Customs and Etiquette in Saudi Arabia and the Gulf
States (Simple Guides: Customs and Etiquette) Simple Guide to Ireland: Customs and Etiquette
(Simple Guides Customs and Etiquette) The Simple Guide to Customs and Etiquette in Thailand

(Simple Guides Customs and Etiquette) The Simple Guide to Customs and Etiquette in India
(Simple Guide. Customs and Etiquette) Wedding Etiquette 101: The Essential Etiquette Guide To
Wedding Planning, Budgeting, Invitation, Rehearsal, Ceremony, And More The Simple Guide to
France Customs & Etiquette (Simple Guides Customs and Etiquette) Culture Shock! Philippines: A
Survival Guide to Customs and Etiquette (Cultureshock Philippines: A Survival Guide to Customs &
Etiquette) CultureShock! Korea: A Survival Guide to Customs and Etiquette (Cultureshock Korea: A
Survival Guide to Customs & Etiquette) Culture Shock! Taiwan: A Survival Guide to Customs and
Etiquette (Culture Shock! A Survival Guide to Customs & Etiquette) Iran: A Guide to Customs and
Etiquette (Culture Shock! A Survival Guide to Customs & Etiquette)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)