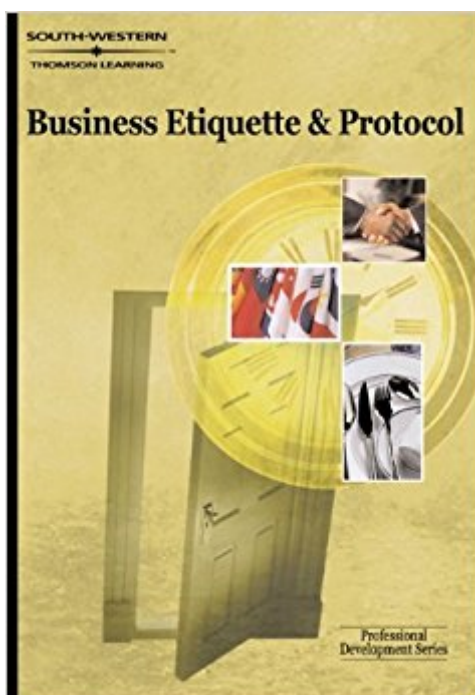


The book was found

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

Average Customer Review: 3.3 out of 5 stars 4 customer reviews

Best Sellers Rank: #272,063 in Books (See Top 100 in Books) #88 in [Books > Business & Money > Processes & Infrastructure > Office Management](#) #94 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #114 in [Books > Business & Money > Business Culture > Etiquette](#)

Customer Reviews

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..

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.

It's 2014 people. Seriously?!

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.

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

Business Etiquette & Protocol: Professional Development Series Chinese Business Etiquette: A Guide to Protocol, Manners, and Culture in the People's Republic of China Wedding Etiquette 101: The Essential Etiquette Guide To Wedding Planning, Budgeting, Invitation, Rehearsal, Ceremony, And More The Bride's Etiquette Guide: Etiquette Made Easy Emily Post's Etiquette, 19th Edition: Manners for Today (Emily's Post's Etiquette) Emily Post's Etiquette, 18th Edition (Emily Post's Etiquette) Simple Guide to Ireland: Customs and Etiquette (Simple Guides Customs and Etiquette) Culture Shock! Jakarta: A Survival Guide to Customs and Etiquette (Culture Shock! at Your Door) (Cultureshock Jakarta: A Survival Guide to Customs & 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) The Simple Guide to France Customs & Etiquette (Simple Guides Customs and Etiquette) Culture Shock! Tokyo: A Survival Guide to

Customs and Etiquette (Culture Shock! At Your Door: A Survival Guide to Customs & 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)
Culture Shock! Hungary: A Survival Guide to Customs and Etiquette (Culture Shock! Guides) (Cultureshock Hungary: A Survival Guide to Customs & Etiquette) Simple Guide to Customs and Etiquette in Saudi Arabia and the Gulf States (Simple Guides: Customs and Etiquette) Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)