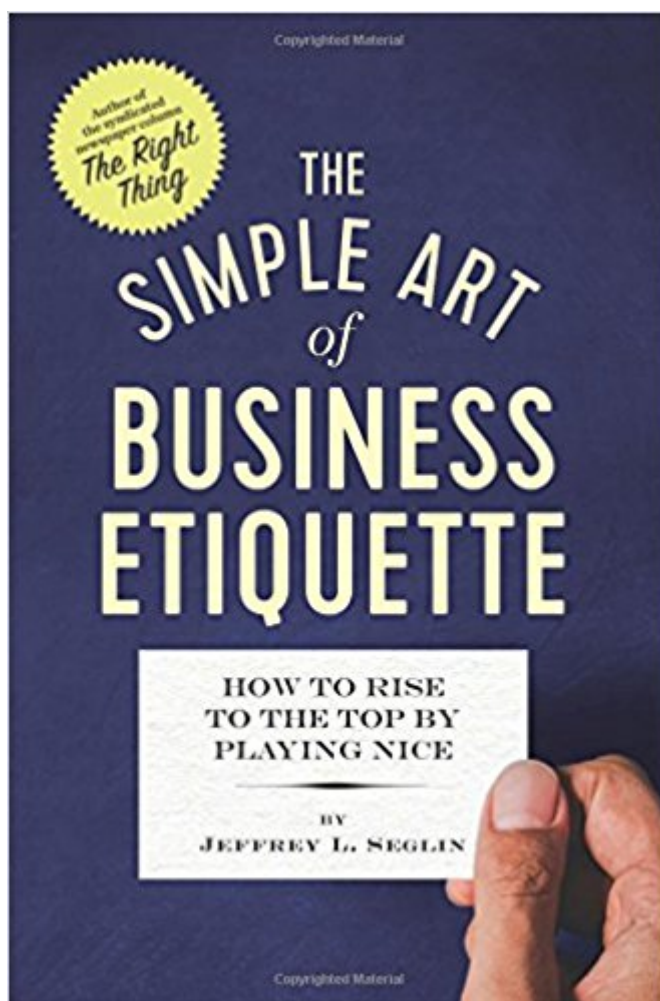


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# The Simple Art Of Business Etiquette: How To Rise To The Top By Playing Nice



## Synopsis

Climb the Corporate Ladder Without Stepping on Others From ethics columnist and Harvard lecturer Jeffrey L. Seglin, discover practical tips for succeeding professionally by succeeding socially. Practicing business etiquette doesn't mean pretending to be someone you're not. Brimming with practical, up-to-date tips on minding your business manners, *The Simple Art of Business Etiquette* guides you through the tricky territory of office etiquette with real-life stories and workplace scenarios. Become attuned to body language (Don't gawk at others during meetings or at any other time. It's creepy.) Engage in thoughtful introductions (Don't guess at someone's name if you don't remember it.) Practice proper e-mail etiquette (Do you really want to be the jerk who sends annoying e-mails around the office?) Curtail office conflicts (Never punch anyone in the workplace. Never.) Exhibit workplace sensitivity (Listen to your coworkers without cutting them off). Plus, decode the 15 most commonly-used phrases in business. *The Simple Art of Business Etiquette* proves that minding your manners goes a long way toward successfully advancing your career.

## Book Information

Paperback: 170 pages

Publisher: Tycho Press (January 12, 2016)

Language: English

ISBN-10: 1623156882

ISBN-13: 978-1623156886

Product Dimensions: 6.1 x 0.4 x 8.9 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars 57 customer reviews

Best Sellers Rank: #55,005 in Books (See Top 100 in Books) #33 in Books > Business & Money > Business Culture > Etiquette #120 in Books > Business & Money > Business Culture > Ethics #514 in Books > Business & Money > Business Culture > Motivation & Self-Improvement

## Customer Reviews

With gentle humor, keen insight, and plain common sense, Jeffrey L. Seglin offers compelling advice for acting effectively and ethically at the same time. Don't be fooled by the focus on business etiquette. This is really a book on how to be a decent human being in every aspect of daily life. Kenneth Winston, Harvard University, Author of *Ethics in Public Life: Good*

Practitioners in a Rising Asia

The Simple Art of Business Etiquette is a fun and fast guide on how to engage productively in today's rapidly evolving workplace. This book has helpful tips for first time hires and career veterans alike. It's an entertaining read. I highly recommend it!

Gus Tai, Silicon Valley Venture Capitalist

Seglin has written a fantastic guide for anyone facing an unreasonable boss, a tipsy holiday party crush, an intimidating salary negotiation, or just another bleary Monday in other words, anyone navigating the contemporary workplace.

Alexandria Marzano-Lesnevich, Adjunct Lecturer at Harvard University, Author of Any One of Us

With a great sense of humor, sage advice and practical tips, Jeffrey L. Seglin reminds us to overcome the complexities of the modern workplace and get back to the basics. This helpful roadmap for succeeding in today's world is a must read for new and seasoned professionals alike.

Melodie Jackson, Associate Dean for Communications and Public Affairs, Harvard Kennedy School

Jeffrey L. Seglin is a journalist, author, and lecturer. He is currently a faculty member and director of the communications program at Harvard Kennedy School. His weekly column on ethics, "The Right Thing," is syndicated in newspapers in the United States and Canada.

The Simple Art of Business Etiquette by Jeffrey L. Seglin is a MUST READ! In business and in life, if you don't present yourself respectful and well mannered, no matter how good your pitch is or how smart you are, people will just disregard you. The author teaches us that appropriateness is the key to success. Being mindful of what you post on social media, turning your cell phone off when someone else is talking, helping others as you would want others to help you are all things to keep in mind. This book is filled with common etiquette rules that we all know but need to be mindful of. It features real life stories and scenarios guiding us to proper business manners. To succeed professionally is to succeed socially. All in all, this book is filled with tidbits to help us rise to the top by playing nice! Learn the words, 'Be aware!', as you will need to be fully aware of how you are perceived and how you carry yourself. I recommend this book to anyone starting out in business or even College. What you do today, can influence what you do tomorrow. Disclaimer - I received this item for my honest and unbiased review. All opinions are my own based on personal experience

If you've just arrived at your first job, or expect to soon, or know someone at that stage in their life, this book can save you, or them, a lot of aggravation. Take it from a guy who wore Timberland work boots to cover a Senate subcommittee hearing or too many times wanted to reach into cyber space

to claw back a "reply all" email which characterized one of the recipients in less-than-flattering terms. ("I swear! In some countries 'demonic bozo' is a term of endearment.") Where was Seglin's chapter "Email Chain of Fools" when I was starting out? Where was "Game of Phones" when I called an in-house counsel, as recommended by in-house counsel at another company, right after the latter sued the former for corporate espionage? You might think you're smarter than I am, so you don't need any guidance, but let's not make this about me. And let's certainly not make this about you. If you've already read this far in the review I think we both know it doesn't bode well for either of us. "The Simple Art of Business Etiquette" takes care of that stuff they didn't teach you in school, at home, or in the back of a squad car. With such a breezy writing style it makes you wonder if writing this book was a chore at all, or whether Seglin just woke up to it on his pillow, right next to his Carol Channing wig. Seglin serves his readers quick, practical and necessary guidance that quite seriously could make a difference in your lifetime income to the tune of roughly a bazillion. Start off your first day with what might take months or years to realize, painfully, on your own. I also recommend it for people who hire people who are new to the working world. Buy it. Read it. Enjoy it. And give it away to people you love.

This is a great book on business etiquette. It approaches it in a fun interactive way, different from other boring business books. You get personal scenarios experienced by the author himself. Each chapter has a topic like punctuality, body language, being interviewed, networking and even quitting with funny titles like don't stand too close to me which is about body language. Included in each chapter is a specific scenario, followed by a multiple choice of how you would react, and what each choice means about you. This interactive layout really allows you to learn in a fun way and with realistic scenarios that actually happen in the business world. The author provides his personal lessons learned and real stories from bosses about their employees in his ask a boss section. Overall I loved the way this book was written. It's an easy read, and great for anyone wanting to learn about business etiquette in a fun and interactive way, and also learn some things about themselves in the process. I received this book for free for my honest unbiased review.

Generally I do not use the word "love" in the same sentence as an etiquette book, but for this book I think I can make an exception. This book offers a concise guide to practical business etiquette with practical real world quandaries and how to solve them (such as eating the dreaded soup on a business lunch) to how to tactfully tell a co-worker that there is a hygiene issue (whether too little care or too much product being used). The book is clearly organized and each chapter heading

offers a pop of color that really helped each area stand out. I was able to easily find targeted advice that I would need from the easy organization of the chapters and generally I enjoyed that the author was down to earth while still portraying a sense of professionalism. I would recommend this book to anyone about to graduate college or looking for a change in careers or jobs. There is no such thing as too much business etiquette and certainly any advantage a potential employee can show can make a difference in the hiring process.

The Simple Art of Business Etiquette is a MUST READ for anyone beginning their journey into the business world. This book would make the perfect gift for a college graduate or someone going straight into the professional world. Seglin takes his readers through different aspects of the business world from the way to dress to careful reminders to turning off our cellphones. The best part of this helpful guide is the real life stories that allow readers to see how necessary business etiquette is for new and old professionals alike! Disclaimer - I received this item for free for my honest and unbiased review. All opinions are my own based on personal experience

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