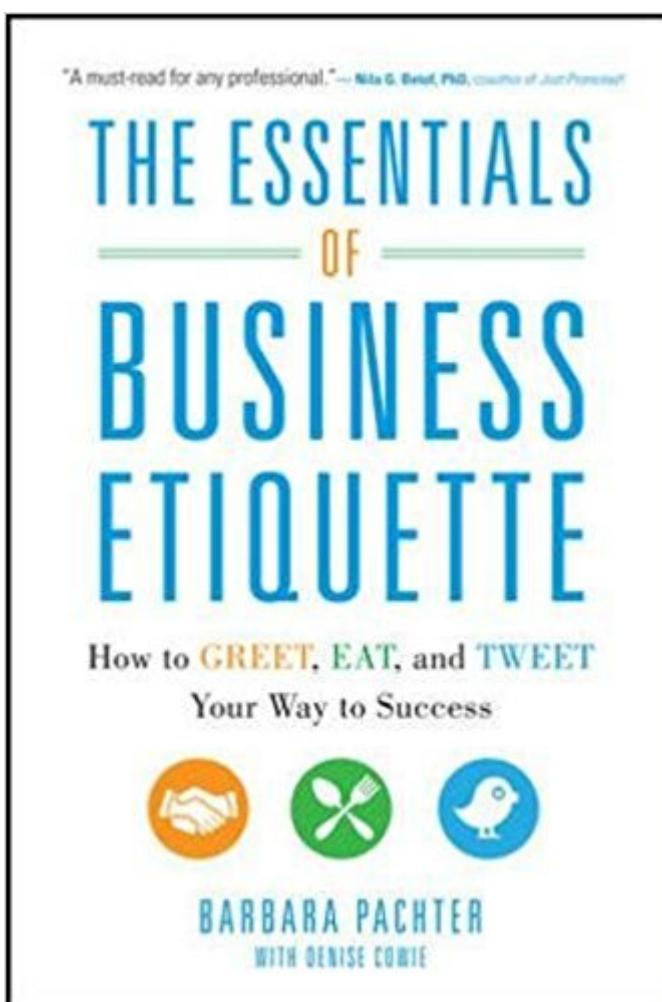


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# The Essentials Of Business Etiquette: How To Greet, Eat, And Tweet Your Way To Success (Business Books)



## 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 à œReadable, 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.â • -- CHOICE

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## Customer Reviews

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BARBARA PACTER 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](http://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 you're 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.

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