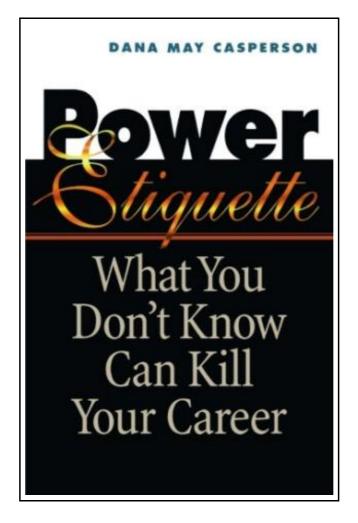
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POWER ETIQUETTE: WHAT YOU DON T KNOW CAN KILL YOUR CAREER (PAPERBACK)



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Amacom, United States, 1999. Paperback. Book Condition: New. New. 226 x 147 mm. Language: English . Brand New Book ***** Print on Demand *****. Can table manners make or break a megamerger? Can a faxing faux-pas derail a promising business relationship? Can an improper introduction cost you a client? Can manners (or lack of them) really kill a career? Absolutely. In an era when companies are competing on the basis of service, manners are much more than a social nicety -- they re a crucial business skill. In fact, good manners are good business. This no-nonsense manners reference refreshes readers on everyday etiquette and makes sure they re on their best behavior. It provides quick guidance on such pertinent and timely topics as: * telephone, e-mail, and Internet etiquette * table manners *grooming and business dress * written communications * gift giving * resumes and interviews * making introductions * public speaking * networking, and more.

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