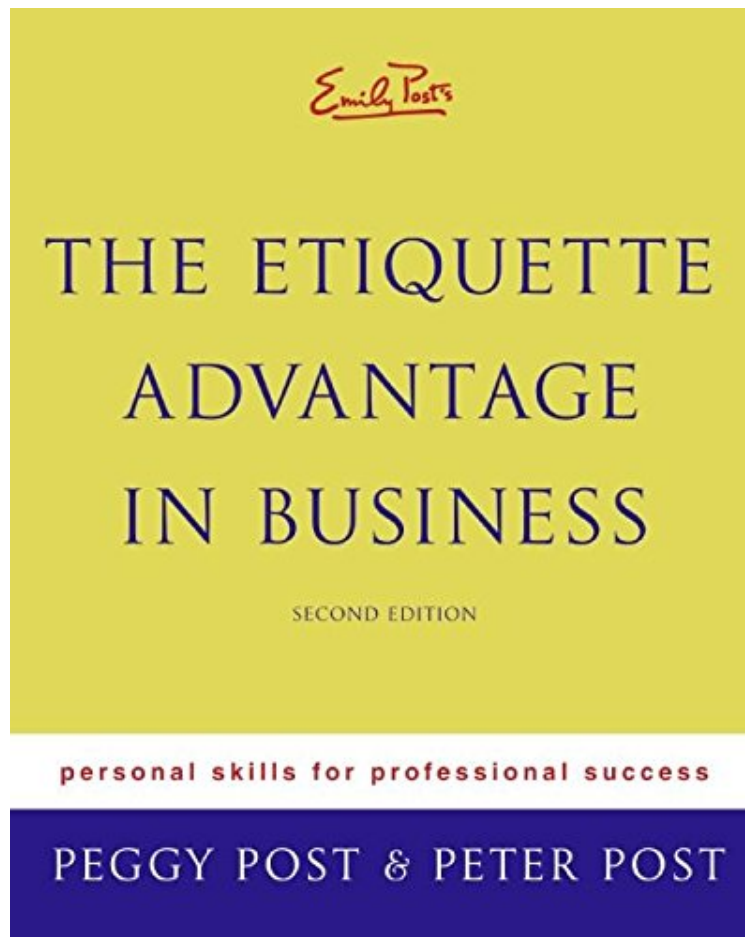


(Mobile pdf) Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition

## Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition

*Peggy Post, Peter Post*  
*ebooks | Download PDF | \*ePub | DOC | audiobook*



DOWNLOAD



+

READ ONLINE

#469677 in Books William Morrow 2005-05-03 2005-05-03 Original language: English PDF # 1 9.13 x 1.21 x 7.38l, 1.97 #File Name: 0060760028384 pages Great product! | File size: 76.Mb

**Peggy Post, Peter Post : Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition:

0 of 0 people found the following review helpful. Great advice By Customer Good book 0 of 0 people found the following review helpful. The Etiquette Advantage in Business-Second Edition By Mikki Cartwright This book touches on all phases of office etiquette needed in this day and age. It contains contemporary choices for use in any type of setting. The information is presented in such a way that the entire book does not have to be read. The information is timely and is updated to fit the modern office. Not only does it give tips for personal interaction, it also addresses the job applicant, resumes, travel, trade shows, cultural differences, gifts, and other common office situations. No matter

the size or set up of the office, this book is a wise choice for those who strive for success and civility in the workplace. 6 of 6 people found the following review helpful. Great reference tool  
By Karen Jensen  
Ever have that 1 question on 'how to' conduct yourself in a business situation? This book has the answers and the guidance on 'what to do.' Even the most experienced professional comes across a business situation question ... it's nice to have the answer before the situation occurs!

As today's workplace becomes increasingly more competitive, knowing how to behave can make the difference between getting ahead and getting left behind. In *The Etiquette Advantage in Business*, 2nd Edition, etiquette authorities Peggy Post and Peter Post provide you with the all-important tools for building solid, productive relationships with your business associates -- relationships that will help propel you and your company straight to the top. In this completely revised and updated edition, which includes three new chapters on ethics, table manners, and electronic communication, the Posts show you how to handle both everyday and unusual situations that are essential to professional and personal success -- from resolving business conflicts with ease and grace to getting along with your boss and coworkers; from making long-lasting contacts to winning clients and closing deals. They also offer up-to-date guidance on pressing issues such as harassment in the workplace, worker privacy, e-mail dos and don'ts, and knowing how and when to shoulder blame. Written for business workers of all types and backgrounds, *The Etiquette Advantage in Business* remains the definitive resource for timeless advice on business entertaining, written communication, dressing appropriately for any business occasion, conventions and trade shows, job searches and interviews, gift-giving, and overseas travel. No matter the situation in which you find yourself, the Posts will give you the confidence to meet the challenges of the work world with confidence and poise -- because today, more than ever, good manners mean good business.

From Publishers Weekly  
Could a better understanding of etiquette have prevented the Enron scandal? Well, lying to shareholders never constituted good manners in anyone's book, nor good business sense, so perhaps. Drawing such lines is what the Posts attempt in the early chapters of this updated version of their business etiquette book, where they equate good ethics with good business. But really, is the slope between saying that the boss is in a meeting (when he's not) and distorting PL statements actually that slippery? In trying to suggest that it is, the early chapters of this book provide little helpful guidance on actionable business conduct and come dangerously close to mimicking an employee handbook. Once the authors leave behind the discussion of ethics, cubicle etiquette and general office building conduct--please, no singing to your iPod in the elevator--one finds the content one expects from the Posts, like a mini-course in wine selection, pointers on making small talk with anyone, tips for trouble-free business travel and modern-day rules for handshaking. (FYI, it's no longer gender-specific, and women should always extend a hand, even if wearing glamorous evening gloves.) Ultimately, such social tips are more useful than the Posts' advice to tell your boss that lying about his whereabouts makes you uncomfortable. The authors also include substantial content on conducting a well-mannered job search. Copyright Reed Business Information, a division of Reed Elsevier Inc. All rights reserved.  
About the Author  
Peggy Post, Emily Post's great-granddaughter-in-law, is a director of The Emily Post Institute and the author of more than a dozen books. Peggy writes a monthly column in *Good Housekeeping* and an online wedding etiquette column for the *New York Times*. Peter Post, great-grandson of Emily Post and a passionate golfer, is the author of the *New York Times* bestseller *Essential Manners for Men*, *Essential Manners for Couples*, *The Etiquette Advantage in Business* (with Anna Post, Lizzie Post, and Daniel Post Senning), and his weekly business etiquette column *Etiquette at Work* in the *Boston Globe*. The father of two grown daughters, he lives with his wife in Vermont.