



# Power Etiquette: What You Don't Know Can Kill Your Career

*Dana May CASPERSON*

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## **Power Etiquette: What You Don't Know Can Kill Your Career** Dana May CASPERSON

No-nonsense guidance to a crucial set of personal career skills.

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 and e-mail 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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#### **Cory Denton:**

A lot of people always spent their own free time to vacation as well as go to the outside with them friends and family or their friend. Did you know? Many a lot of people spent they will free time just watching TV, or playing video games all day long. If you would like try to find a new activity honestly, that is look different you can read some sort of book. It is really fun for you personally. If you enjoy the book that you just read you can spent all day every day to reading a guide. The book Power Etiquette: What You Don't Know Can Kill Your Career it is extremely good to read. There are a lot of folks that recommended this book. We were holding enjoying reading this book. When you did not have enough space to develop this book you can buy typically the e-book. You can m0ore quickly to read this book from a smart phone. The price is not too expensive but this book has high quality.

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