



Business Etiquette, Third Edition: 101 Ways to Conduct Business with Charm and Savvy

By Ann Marie Sabath

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What differentiates business people from business professionals? Many individuals invest in their careers yet have no clue how to set themselves apart from their competition. Business Etiquette: 101 Ways to Conduct Business With Charm & Savvy reveals both the unwritten and unspoken rules of success. It gives new hires and seasoned professionals alike those rather effortless strategies for climbing that slippery ladder of success. You'll learn appropriate ways for:

- *Introducing two people whose names you've forgotten
- *Determining when to send an e-mail vs. "snail mail"
- *Managing coworkers who drop in your office on a moment's notice
- *Being put on the spot in a meeting
- *Playing the corporate hierarchy game with your boss and other higher-ups
- *Dealing with international hosts, colleagues and customers.

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Business Etiquette, Third Edition: 101 Ways to Conduct Business with Charm and Savvy By Ann Marie Sabath **Bibliography**

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Review

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About the Author

Ann Marie Sabath is president of At Ease Inc., a nationally recognized protocol and etiquette firm. She has trained more than 90,000 individuals at companies such as Fidelity Investments, Monster.com, CVS Pharmacy/Caremark, Deloitte & Touche, Baird Investments and Marriott International. The first and second editions of Business Etiquette have been recognized by the Oprah Winfrey Show, the New York Times, Entrepreneur Magazine, the Seattle Times, and the Cincinnati Enquirer, among many other newspapers, radio and television stations. Sabath has been profiled in a wide variety of media, including Forbes, the Wall Street Journal and USA Today. She divides her time between New York and Cincinnati.

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