



Complete Business Etiquette Handbook

By Barbara Pachter, Marjorie Brody

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In today's multicultural and global business environment, merely having an area of expertise isn't enough. The ability to get along with others, demonstrate good manners, and make others feel comfortable is becoming increasingly important to career success. From introductions and table manners to greeting the disabled and dressing for success, here's a step-by-step guide to avoiding social blunders and handling oneself properly in any business situation.

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