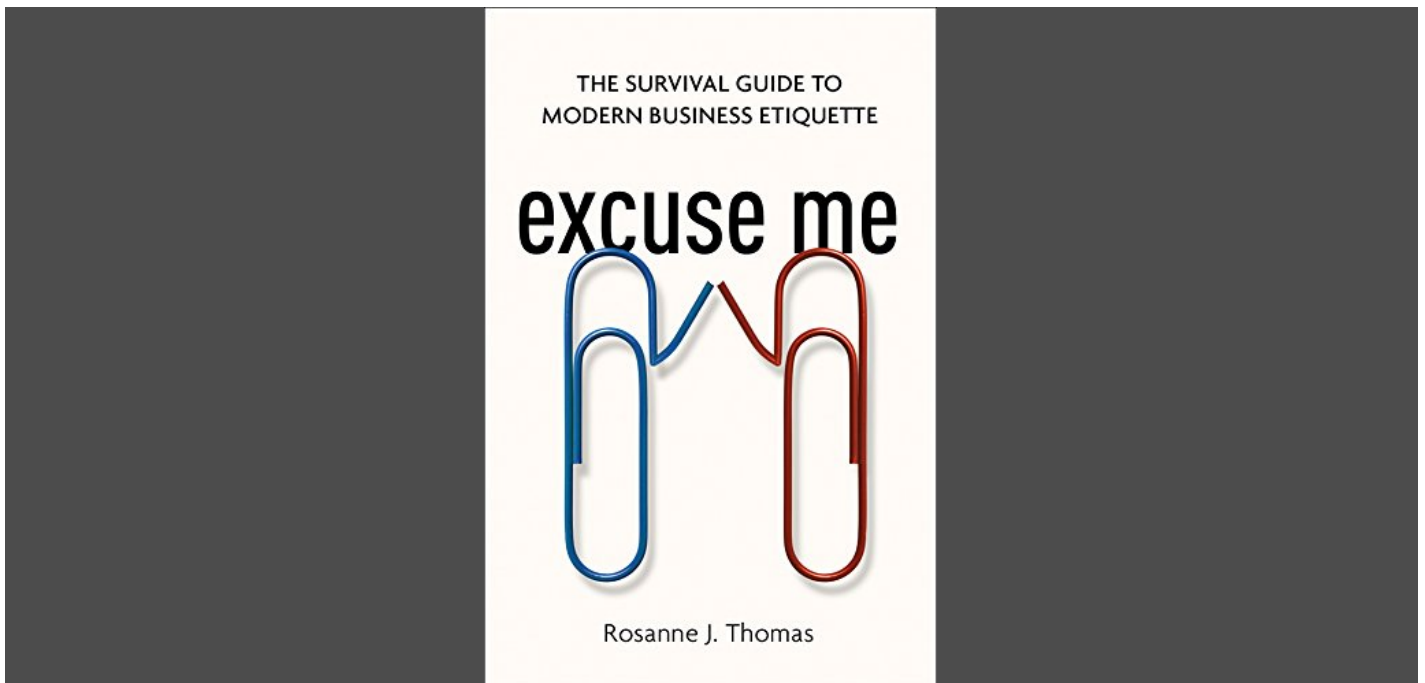


# PDF | Excuse Me: The Survival Guide to Modern Business Etiquette

by Rosanne Thomas



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"Both novice and experienced workers will find a wealth of business etiquette in a book that, instead of excusing bad behavior, could help prevent it from happening in the first place." -Foreword Reviews, 5 Star Review In today's workplace, good manners matter more than ever. Blending different generations, genders, and cultures brings energy and fresh perspectives to the workplace. But the flip side is an environment ripe for confusion and social blunders. Mix in increasingly open-plan workplaces and constant connectivity, and the chance that we'll unintentionally annoy or offend others increases exponentially. Exactly what are the rules these days? Is it acceptable to text your boss at home? What is the polite way to ask a colleague to take a distracting conversation behind closed doors? What about the use of smartphones in meetings? Merging classic rules of behavior with new realities of modern business, Excuse Me spotlights dozens of puzzling situations, with suggestions for bridging divides. The book untangles the nuances of: Meeting etiquette \* Interview expectations \* Proper office attire \* Electronic manners \* Privacy in tight spaces \* Eye contact and nonverbal cues \* Small talk \* Business dining \* Social media use \* Working remotely and flexibly \* And more. While the youngest employees might seem unruly, the oldest can seem rigid. Good manners create an atmosphere of respect, and smooth the way for everyone to succeed.



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