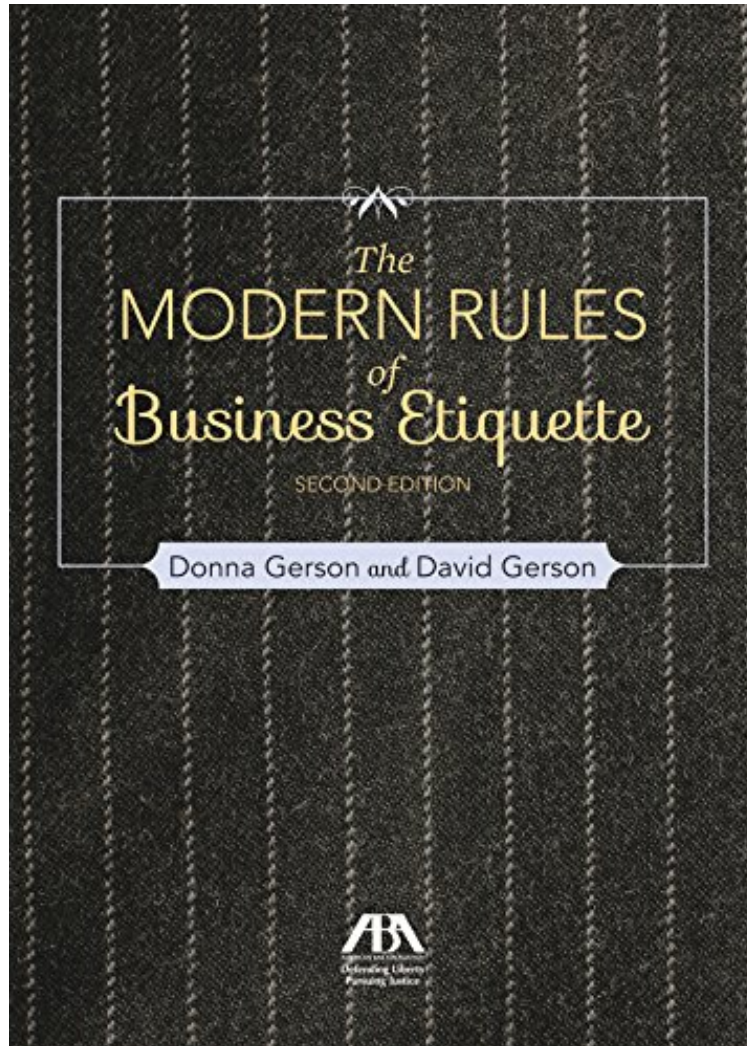


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Modern Rules of Business Etiquette

Donna Gerson, David Gerson

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Donna Gerson, David Gerson : Modern Rules of Business Etiquette before purchasing it in order to gage whether or not it would be worth my time, and all praised Modern Rules of Business Etiquette:

5 of 7 people found the following review helpful. Not particularly helpfulBy Interested consumerI was hoping for some insights into areas that I might not have been familiar with, expecting someone [the author] with more experience would have greater insights. The book described the sort of behavior one should have learned at least by high school-- respond when contacted, listen, dont interrupt, say thank you, be polite, be clean, neat, respectful, on-time. It may be there are those out there that did not learn this by the time they were in high school-- but because it was called business etiquette- I thought it would be directed to professionals. It is good information, but I submit it should have been targeted to grade school and high school kids, not professionals.0 of 2 people found the following review helpful. Slim, Well-Presented VolumeBy A. RosalesThis slim volume is filled with quick advice on a variety

of situations - interviewing, working with clients, superiors, peers, and staff. As a career service adviser, I know that far too many of my students and young alumni have limited professional experience, especially in working with well-established professionals, much less with after-hours business development or professional networking opportunities. This book certainly doesn't cover every scenario, but it does remind readers of common pitfalls (including online presence) and discusses many of the various settings and populations professionals encounter on a nearly daily basis. All presented in less than 90 pages!

Good manners and proper protocol can make, or break, a promising business relationship. Now, more than ever, this expanded, and updated classic is needed in every law firm. Build better and deeper relationships, feel more confident than you ever have, no matter what the business setting. You'll find practical advice on:bull; Working with those more senior, peers, and staffbull; Clients and Client Developmentbull; Office Events, and when you're on your own timebull; The etiquette of changing jobs, and the Golden Rules of Etiquette, and much, much more!As society seems to continue to travel down a pathway of inappropriate and uninformed behavior, those who understand and implement correct principles of behavior from this essential resource will leave their competitors in the dust and will thrive in the global marketplace of today.

About the AuthorDonna Gerson is the author of several books on legal career issues. David Gerson is a partner in the office of Morgan, Lewis Bockius, where he practices Business law. They reside in Philadelphia, Pennsylvania.