



Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition

By Peggy Post, Peter Post



Download



Read Online



Get Print Book

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post

As today's workplace becomes increasingly more competitive, knowing how to behave can make the difference between getting ahead and getting left behind. In **The Etiquette Advantage in Business, 2nd Edition**, etiquette authorities **Peggy Post** and **Peter Post** provide you with the all-important tools for building solid, productive relationships with your business associates -- relationships that will help propel you and your company straight to the top.

In this completely revised and updated edition, which includes three new chapters on ethics, table manners, and electronic communication, the Posts show you how to handle both everyday and unusual situations that are essential to professional and personal success -- from resolving business conflicts with ease and grace to getting along with your boss and coworkers; from making long-lasting contacts to winning clients and closing deals. They also offer up-to-date guidance on pressing issues such as harassment in the workplace, worker privacy, e-mail dos and don'ts, and knowing how and when to shoulder blame.

Written for business workers of all types and backgrounds, **The Etiquette Advantage in Business** remains the definitive resource for timeless advice on business entertaining, written communication, dressing appropriately for any business occasion, conventions and trade shows, job searches and interviews, gift-giving, and overseas travel.

No matter the situation in which you find yourself, the Posts will give you the confidence to meet the challenges of the work world with confidence and poise -- because today, more than ever, good manners mean good business.



[Download Emily Post's The Etiquette Advantage in Busin ...pdf](#)



[Read Online Emily Post's The Etiquette Advantage in Bus ...pdf](#)

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition

By Peggy Post, Peter Post

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post

As today's workplace becomes increasingly more competitive, knowing how to behave can make the difference between getting ahead and getting left behind. In **The Etiquette Advantage in Business, 2nd Edition**, etiquette authorities **Peggy Post** and **Peter Post** provide you with the all-important tools for building solid, productive relationships with your business associates -- relationships that will help propel you and your company straight to the top.

In this completely revised and updated edition, which includes three new chapters on ethics, table manners, and electronic communication, the Posts show you how to handle both everyday and unusual situations that are essential to professional and personal success -- from resolving business conflicts with ease and grace to getting along with your boss and coworkers; from making long-lasting contacts to winning clients and closing deals. They also offer up-to-date guidance on pressing issues such as harassment in the workplace, worker privacy, e-mail dos and don'ts, and knowing how and when to shoulder blame.

Written for business workers of all types and backgrounds, **The Etiquette Advantage in Business** remains the definitive resource for timeless advice on business entertaining, written communication, dressing appropriately for any business occasion, conventions and trade shows, job searches and interviews, gift-giving, and overseas travel.

No matter the situation in which you find yourself, the Posts will give you the confidence to meet the challenges of the work world with confidence and poise -- because today, more than ever, good manners mean good business.

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post **Bibliography**

- Sales Rank: #451098 in Books
- Brand: William Morrow
- Published on: 2005-05-03
- Released on: 2005-05-03
- Original language: English
- Number of items: 1
- Dimensions: 9.13" h x 1.21" w x 7.38" l, 1.97 pounds
- Binding: Hardcover
- 384 pages

 [**Download** Emily Post's The Etiquette Advantage in Busin ...pdf](#)

 [**Read Online** Emily Post's The Etiquette Advantage in Bus ...pdf](#)

Download and Read Free Online Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post

Editorial Review

From Publishers Weekly

Could a better understanding of etiquette have prevented the Enron scandal? Well, lying to shareholders never constituted good manners in anyone's book, nor good business sense, so perhaps. Drawing such lines is what the Posts attempt in the early chapters of this updated version of their business etiquette book, where they equate good ethics with good business. But really, is the slope between saying that the boss is in a meeting (when he's not) and distorting P&L statements actually that slippery? In trying to suggest that it is, the early chapters of this book provide little helpful guidance on actionable business conduct and come dangerously close to mimicking an employee handbook. Once the authors leave behind the discussion of ethics, cubicle etiquette and general office building conduct—please, no singing to your iPod in the elevator—one finds the content one expects from the Posts, like a mini-course in wine selection, pointers on making small talk with anyone, tips for trouble-free business travel and modern-day rules for handshaking. (FYI, it's no longer gender-specific, and women should always extend a hand, even if wearing glamorous evening gloves.) Ultimately, such social tips are more useful than the Posts' advice to tell your boss that lying about his whereabouts makes you uncomfortable. The authors also include substantial content on conducting a well-mannered job search.

Copyright © Reed Business Information, a division of Reed Elsevier Inc. All rights reserved.

About the Author

Peggy Post, Emily Post's great-granddaughter-in-law, is a director of The Emily Post Institute and the author of more than a dozen books. Peggy writes a monthly column in *Good Housekeeping* and an online wedding etiquette column for the *New York Times*.

Peter Post, great-grandson of Emily Post and a passionate golfer, is the author of the *New York Times* bestseller *Essential Manners for Men*, *Essential Manners for Couples*, *The Etiquette Advantage in Business* (with Anna Post, Lizzie Post, and Daniel Post Senning), and his weekly business etiquette column *Etiquette at Work* in the *Boston Globe*. The father of two grown daughters, he lives with his wife in Vermont.

Users Review

From reader reviews:

Charles Jones:

The book Emily Post's *The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition* can give more knowledge and also the precise product information about everything you want. So why must we leave a good thing like a book Emily Post's *The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition*? A number of you have a different opinion about guide. But one aim this book can give many information for us. It is absolutely proper. Right now, try to closer along with your book. Knowledge or details that you take for that, you are able to give for each other; you can share all of these. Book Emily Post's *The Etiquette Advantage in Business: Personal Skills for*

Professional Success, Second Edition has simple shape but you know: it has great and big function for you. You can search the enormous world by wide open and read a publication. So it is very wonderful.

Anthony Anderson:

Here thing why this Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition are different and reputable to be yours. First of all looking at a book is good nevertheless it depends in the content than it which is the content is as tasty as food or not. Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition giving you information deeper as different ways, you can find any reserve out there but there is no reserve that similar with Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition. It gives you thrill examining journey, its open up your own personal eyes about the thing that will happened in the world which is probably can be happened around you. You can actually bring everywhere like in park your car, café, or even in your means home by train. For anyone who is having difficulties in bringing the published book maybe the form of Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition in e-book can be your substitute.

Michael Ramsey:

This Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition is great guide for you because the content that is full of information for you who else always deal with world and have to make decision every minute. This specific book reveal it data accurately using great plan word or we can state no rambling sentences in it. So if you are read it hurriedly you can have whole information in it. Doesn't mean it only provides you with straight forward sentences but hard core information with wonderful delivering sentences. Having Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition in your hand like obtaining the world in your arm, info in it is not ridiculous one particular. We can say that no reserve that offer you world within ten or fifteen tiny right but this guide already do that. So , this is certainly good reading book. Heya Mr. and Mrs. active do you still doubt which?

John Tammaro:

Do you like reading a e-book? Confuse to looking for your preferred book? Or your book has been rare? Why so many question for the book? But almost any people feel that they enjoy for reading. Some people likes examining, not only science book but novel and Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition or others sources were given know-how for you. After you know how the good a book, you feel need to read more and more. Science publication was created for teacher or perhaps students especially. Those books are helping them to put their knowledge. In some other case, beside science guide, any other book likes Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition to make your spare time considerably more colorful. Many types of book like here.

**Download and Read Online Emily Post's The Etiquette Advantage
in Business: Personal Skills for Professional Success, Second Edition
By Peggy Post, Peter Post #K5CUASO08RT**

Read Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post for online ebook

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post books to read online.

Online Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post ebook PDF download

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post Doc

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post Mobipocket

Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post EPub