



# The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success

Barbara Pachter

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## **The Definitive Guide to Professional Behavior**

Whether you're eating lunch with a client, Skyping with your boss, or meeting a business partner for the first time--it's all about how you present yourself. *The Essentials of Business Etiquette* gives you 101 critical tips for improving behavior in any business situation--all delivered in a quick, no-nonsense format.

*"If you are looking for practical guidelines on how to conduct yourself in a business situation, what behaviors you need to use to get ahead, and how to be sure that you do not offend others, read this book!"* -- MADELINE BELL, President and COO, The Children's Hospital of Philadelphia

*"Pachter has once again done an excellent job at highlighting some key tools to succeed in leadership and how to conduct yourself in the workplace."* -- JOSEPH A. BARONE, PharmD, FCCP, Acting Dean and Professor II, Rutgers University, Ernest Mario School of Pharmacy

*"The pragmatic advice Barbara offers is sure to meaningfully help people be more confident and effective in multiple business situations."* -- ELIZABETH WALKER, Vice President, Global Talent Management, Campbell Soup Company

“Readable, well-organized . . . presents practical, sound advice on the most common situations involving business etiquette: communication, body language, dress, dining, telephone, and cell phone use, making presentations, job interviewing, and many other essentials. Recommended. All business collections and readership levels.” -- CHOICE



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