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For the purposes of this guide we will focus on five elements of business behavior: Work Behavior; Meeting People; Telephone Etiquette; Dining Etiquette; and Etiquette for Correspondence. I. Work Etiquette The following principles can be utilized by office employees to show proper etiquette; they include all aspects of the work environment. A. Be timely.

BUSINESS ETIQUETTE GUIDE - Occidental College

14 Tips on Business Etiquette: Setting a professional tone with co-workers, clients and customers or organizations and employees alike, recognizing the critical ...

14 Tips on Business Etiquette - University of Wisconsin

A WorkLife4You Guide Business etiquette is a practical and ... principles of business etiquette. In a business ... The following skills are essential for building

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In business In a business environment suits are worn to meetings and business related social events. Standard office wear is a long sleeved shirt and trousers. Elbows must be covered at all times. In a business setting it is appropriate for women to wear conservative suits. It must be dark in colour and a skirt must be below the knee.

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