

SSL ASSIGNMENT NO. 12

(Corporate and business etiquette)

List dos and don'ts

Roll No : 23361

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Corporate and business etiquette Don'ts	Corporate and business etiquette Do's
<ol style="list-style-type: none">1. Don't "Reply All" to an email chain.2. Don't have personal conversations at your desk.3. Don't bring your emotions into the office.4. Don't be afraid to ask questions.5. Don't gossip about fellow coworkers...or your boss.6. Don't use emojis or multiple exclamation points (if any) in work emails.7. Don't talk back to your boss.8. Don't forget that at work socials, you're still at work.9. Don't be nervous, but also don't overstep your boundaries.10. Don't forget an umbrella.	<ol style="list-style-type: none">1. Do arrive early.2. Do network with people outside of your cubicle.3. Do be willing to help out a coworker.4. Do bring in goodies. .5. Do create a proper personal email address.6. Do jump at the chance to complete a new task.7. Do be flexible.8. Do dress appropriately for the office.9. Do make sure your earbuds are plugged in securely to your computer.10. Do be open-minded.

