# Business Etiquette for the Modern Workplace

When someone tells his name, to remember it repeat the name in followed up conversation.

When introducing two persons together, introduce the one first who is more senior.

While greeting someone, stand-up from your chair if you are sitting.

If you are audio-only call, announce your name before you speak. If someone ask question, address them by their name.

Text don’t always require an instantaneous response.

You can’t always control other people’s behavior, but you can control your own.