



Don't Take the Last Donut: New Rules of Business Etiquette

By Judith Bowman

Career Press, United States, 2010. Paperback. Book Condition: New. 206 x 132 mm. Language: English . Brand New Book. Don't Take the Last Donut gives you the tools you need to be confident and letter-perfect in any business setting from pitch to presentation, from networking to contract negotiations, and everything in between. With this book, you will easily master the art of small talk, the protocol of the perfect business introduction, and the many nuances of the business lunch. You'll learn: [[The protocol of the proper business introduction, even if you have forgotten someone's name. [[The art of creating a positive first impression. [[How to manage an awkward moment. [[The vast differences in rules of etiquette around the world. Plus, in this paperback edition: a new appendix, showing readers how to exceed expectations in the workplace and go from fine to fabulous. In this age of economic uncertainty, every edge counts.



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