



# Power Etiquette: What You Don't Know Can Kill Your Career

*Dana May CASPERSON*

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## **Power Etiquette: What You Don't Know Can Kill Your Career** Dana May CASPERSON

No-nonsense guidance to a crucial set of personal career skills.

Can table manners make or break a megamerger? Can a faxing faux-pas derail a promising business relationship? Can an improper introduction cost you a client? Can manners (or lack of them) really kill a career?

Absolutely. In an era when companies are competing on the basis of service, manners are much more than a social nicety — they're a crucial business skill. In fact, good manners are good business. This no-nonsense “manners reference” refreshes readers on everyday etiquette and makes sure they're on their best behavior. It provides quick guidance on such pertinent and timely topics as:

\* telephone and e-mail etiquette \* table manners \*grooming and business dress \* written communications \* gift giving \* resumes and interviews \* making introductions \* public speaking \* networking, and more.

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