

# 6 Types Business Etiquette

## 1. Communication

Whether by email or how you communicate in person, it impacts your professionalism.

## 2. Appearance

Appearance can matter in certain business environments.

## 3. Behavior

Acting with integrity, honesty, and courtesy can be extremely important in business etiquette.

## 6. Dining & Socializing

Social events are often part of doing deals and building relationships and there are certain manners and ways of acting.

## 5. Meetings & Events

There are certain protocols to consider including time keeping, active listening, and how you engage.

## 4. Networking

How you build connections and how you follow up on these connections is important.



# Student Manual And Data Business Etiquette Cbt

**Yijin Wang**

## **Student Manual And Data Business Etiquette Cbt:**

Student Manual and Data Axzo Press Axzo Press,2004-12 This ILT Series course teaches students about the fundamentals of business etiquette Students learn how to build relationships create a professional appearance develop positive relationships with co workers and practice cubicle and office etiquette In addition the course teaches students the appropriate behavior and etiquette when using the Internet in daily communications and in meetings Students also learn how to handle ethical dilemmas and personal issues become a good conversationalist and be courteous when communicating Students also examine the appropriate etiquette for business meals and functions as well as how to be a courteous traveler at home or abroad The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success Comes with a companion CBT program *Resources in Education* ,1994-04 *Data Training* ,1988

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