

Business Etiquette

Introduction

A quick look around the world we live in shows us things like internet hotspots, the availability of internet access and phone service on flights, hotel rooms which have high-speed internet access for the business traveler and many other signs which show us how the balance between work and life has switched in favor of work. However, being business minded or being connected with technology all the time does not mean that we can give up on the etiquette which is required of us. In fact, beyond the rules of business, there are etiquette guidelines for handling cell phone calls in the presence of others and politeness rules for emails all of which not only help us be more civilized but they have a business based case as well.

Of course we are all familiar with the basics of etiquette in terms of being polite to others and accepting the differences in ideas since those etiquettes are drilled into us from our very childhood. However, there are deeper questions and issues in the business world which require a more through understanding of the issues surrounding business etiquettes. Once an individual has this understanding s/he is not only appreciated by the clients and his/her peers but also by the supervisors and bosses who may see him/her as being more ready for higher positions of responsibility.

Beyond the Basics

Baldauf (2006) gives some very interesting pointers in this regard with her suggestions of what business etiquette include for the modern worker. For example, she recommends that an employee should never say something about his/her boss which is negative since the event is likely to be reported. In fact, if the employee feels like venting about the higher-ups, this venting should be done to someone outside the work environment since etiquette demand a business environment to be free of such influences.

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