



# Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition

By Peggy Post, Peter Post

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## Emily Post's The Etiquette Advantage in Business: Personal Skills for Professional Success, Second Edition By Peggy Post, Peter Post

As today's workplace becomes increasingly more competitive, knowing how to behave can make the difference between getting ahead and getting left behind. In **The Etiquette Advantage in Business, 2nd Edition**, etiquette authorities **Peggy Post** and **Peter Post** provide you with the all-important tools for building solid, productive relationships with your business associates -- relationships that will help propel you and your company straight to the top.

In this completely revised and updated edition, which includes three new chapters on ethics, table manners, and electronic communication, the Posts show you how to handle both everyday and unusual situations that are essential to professional and personal success -- from resolving business conflicts with ease and grace to getting along with your boss and coworkers; from making long-lasting contacts to winning clients and closing deals. They also offer up-to-date guidance on pressing issues such as harassment in the workplace, worker privacy, e-mail dos and don'ts, and knowing how and when to shoulder blame.

Written for business workers of all types and backgrounds, **The Etiquette Advantage in Business** remains the definitive resource for timeless advice on business entertaining, written communication, dressing appropriately for any business occasion, conventions and trade shows, job searches and interviews, gift-giving, and overseas travel.

No matter the situation in which you find yourself, the Posts will give you the confidence to meet the challenges of the work world with confidence and poise -- because today, more than ever, good manners mean good business.

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### Editorial Review

From Publishers Weekly

Could a better understanding of etiquette have prevented the Enron scandal? Well, lying to shareholders never constituted good manners in anyone's book, nor good business sense, so perhaps. Drawing such lines is what the Posts attempt in the early chapters of this updated version of their business etiquette book, where they equate good ethics with good business. But really, is the slope between saying that the boss is in a meeting (when he's not) and distorting P&L statements actually that slippery? In trying to suggest that it is, the early chapters of this book provide little helpful guidance on actionable business conduct and come dangerously close to mimicking an employee handbook. Once the authors leave behind the discussion of ethics, cubicle etiquette and general office building conduct-please, no singing to your iPod in the elevator-one finds the content one expects from the Posts, like a mini-course in wine selection, pointers on making small talk with anyone, tips for trouble-free business travel and modern-day rules for handshaking. (FYI, it's no longer gender-specific, and women should always extend a hand, even if wearing glamorous evening gloves.) Ultimately, such social tips are more useful than the Posts' advice to tell your boss that lying about his whereabouts makes you uncomfortable. The authors also include substantial content on conducting a well-mannered job search.

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### About the Author

Peggy Post, Emily Post's great-granddaughter-in-law, is a director of The Emily Post Institute and the author of more than a dozen books. Peggy writes a monthly column in *Good Housekeeping* and an online wedding etiquette column for the *New York Times*.

Peter Post, great-grandson of Emily Post and a passionate golfer, is the author of the *New York Times* bestseller *Essential Manners for Men*, *Essential Manners for Couples*, *The Etiquette Advantage in Business* (with Anna Post, Lizzie Post, and Daniel Post Senning), and his weekly business etiquette column *Etiquette at Work* in the *Boston Globe*. The father of two grown daughters, he lives with his wife in Vermont.

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