



# **New Rules @ Work: 79 Etiquette Tips, Tools, and Techniques to Get Ahead and Stay Ahead**

*Barbara Pachter, Ellen Schneid Coleman*

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For anyone who's breaking in, moving up, or just trying to make a great professional impression, this essential guide offers real-life anecdotes and advice to help you build competence and confidence in the tricky arena of modern business etiquette. Includes:

- "Blunder Busters" - proven strategies to help you tackle anything from office dating to business lunches
- "Sir, your fly is unzipped!" - the art of verbal diplomacy
- Contemporary guidelines for goof-proof e-mail
- The top ten career killers and how to beat them
- Global gaffes: easy ways to avoid overseas embarrassment
- Grace under fire-surviving dining disasters, party faux-pas and everything in-between

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