

# BEHAVE YOURSELF!

The Working Guide  
to Business Etiquette

Elena Jankowic  
with Sandra Bernstein

# Behave Yourself The Working Guide To Business Etiquette

**Lawrence D. Alter**



## **Behave Yourself The Working Guide To Business Etiquette:**

*Behave Yourself* Jankowic, Elena, Bernstein, Sandra, 1986-01-01 **Behave Yourself!** Elena Jankowic, Sandra Bernstein, 1986 Discusses contemporary business etiquette including relationships with superiors peers subordinates secretaries and clients and covers business letters public speaking telephone and table manners introductions and grooming

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Authors Sue Fox is the author of *Etiquette For Dummies* 2nd Edition and a professional member of the International Association of Protocol Consultants IAPC in Washington D C Dirk Zeller is the author of *Successful Time Management For Dummies* He is a top time manager and sales performer as well as the author of *Success as a Real Estate Agent For Dummies* and *Telephone Sales For Dummies* For the past decade he has taught success sales and time management strategies and coached executives managers and salespeople Zeller is one of the most sought after speakers in time management

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**Business Education Forum** ,1998

**The British National Bibliography** Arthur James Wells,1968

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