



# The Complete Idiot's Guide to Business Etiquette

By *Mary Mitchell*

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You're no idiot, of course. You know that "casual Friday" doesn't mean your Beavis and Butthead T-shirt and a red vinyl miniskirt, and that fanny-patting doesn't say "good work" to a colleague. But when it comes to the rules for conducting yourself in today's workplace, you get nostalgic for the days when the only rule at a business lunch was "Stop after three martinis." Don't cancel that teleconference just yet! The Complete Idiot's Guide to Business Etiquette has something to teach every smart professional about protocol in the modern workplace. In this Complete Idiot's Guide, you get:

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