About the Tutorial

Business Etiquette is a set of norms that instructs us on what is considered socially-acceptable behavior and what manners are conventional and are expected in a place, or while interacting with people with certain rank, age. It also teaches us the conventional and acceptable ways of interaction within a group or society.

Every culture has its own different set of manners, and a lot of manners are common across cultures. Business Etiquette answers, whether or not, a behavior is socially acceptable and culturally respectable.

Audience

This tutorial is designed primarily for the young professionals who have started their careers and are interested to know the working boundaries of how companies operate. It will also be a handy reference guide for aspirants before entering the corporate world.

Prerequisites

Before proceeding with this tutorial, you are expected to have a calm mindset, be flexible and open to exploring some of the suggestions mentioned here.

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No matter where you go, people expect you to behave in a certain way in society. There could be slight variations of customs and traditions that you have to respect. However, majority of these expectations will be common. For example, smiling is a universally recognized signal of an amiable person. On the other hand, frowning and being rude while interacting is considered impolite.

In “Business Etiquette” we will discuss what etiquettes, the business / corporate world expects from their employees and what you should do to meet their expectations. It helps in building a good, positive network of business people.

We will also discuss business etiquette with respect to the established conventions of business-dealing and the various cultural expectations.

In some parts of the world, starting the meeting with a straightforward discussion on business is considered rude, and there are certain places where discussing business while dining is considered inappropriate. Thanks to globalization, we cannot afford to be ignorant of the different cultures we live with.
End of ebook preview

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