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# Handbook For Business Professionals

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## **Handbook For Business Professionals:**

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There is little doubt that online technologies have transformed the way business operates in recent years. And in this age of such advanced technology, email is still the most preferred and often most efficient form of communication, but yet regrettably many organizations treat this very important form of business communication casually and lightly. With the average professional sending 40 emails per day and receiving 121, there is definitely a chance to move fast in email communication, thus overlooking fundamental email etiquette rules. This means that you have 40 opportunities to market yourself and your business in those individual emails you send every single day. A recent study found that the average adult spends approximately 5 hours a day checking email, 3 hours checking work email, and 2 hours checking personal email. This time is spent reading and composing hundreds of messages at a very fast pace, obviously leaving a lot of room for error. These errors can lead to missed opportunities or appearing totally unprofessional. You would have experienced many replying to emails late or not at all, or even sending replies that do not actually answer the questions being asked. This can cause a potentially damaging effect on the image of the organization, resulting finally in a loss of business. There are basically 3 key entrances to any business: 1. The front door, face to face walk in customers or customers solicited by your sales personnel; 2. The telephone; and 3. The net. And the chances are that if either of these are NOT handled properly, you have lost your customer forever. Think of this for a moment: If most of the business coming in is through the net, and if your organization is able to deal professionally with email, then this will most certainly result in your organization having that all important competitive edge. On the other hand, if not handled the right way, then in the very first instance, chances are that you have lost a customer, and it could even be forever. And remember, word of mouth travels fast today thanks to the social media platforms. So this is where the importance of educating your employees can help, thus protecting your company from awkward liability issues as well. By having employees use appropriate business-like language and etiquette in all electronic communications, employers can limit their liability risks and improve the overall effectiveness of the organization, thus resulting in greater returns with a professional image and branding. Therefore, when it comes to any material or correspondence being sent out from your organization, it is of vital importance to convey the right message in the right way to ensure that this creates the right impression that you are a credible professional enterprise and one that will be easy and a pleasure to do business with. And remember, you only have that one chance to make that first impression, which will be invaluable to building trust and confidence. So like any tool or skill, it is important therefore that organizations take the time to provide the right support to ensure and enable staff to effectively integrate the right online tools and skills into their daily work routine and gain maximum benefit. It is also vital that organizations develop internal policies to guide employees on the correct use of such online communications to cover issues such as personal use, privacy,

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Communication s Distinguished Publication on Business Communication Award 2016 This edited volume offers a collection of original chapters focusing on the Ins and Outs of professional discourse research Drawing on insights from LSP ethnography and discourse analysis it covers a wide range of issues ranging from gaining access and collecting data to feeding results back in the form of recommendations to practitioners *Manual on Business Opportunities for Small and Minority Businessmen* Nonprofit Housing Center,1976 HOW 10 James Leland Clark,Lyn Clark,2004 Since 1975 HOW and its subsequent editions have been a prominent reference source for business writers office personnel and students With every new edition HOW has kept pace with changes in our language and the business environment striving to provide a useful and easy to understand reference manual for all professionals involved in organizational operations It includes detailed and precise information for writing formatting and transmitting communications Unlike other reference books HOW 10 is tailored for writing style grammar mechanics and techniques in a business office environment This text can be used as a stand alone reference or as a supplement *Monthly Catalog of United States Government Publications, Cumulative Index* United States. Superintendent of Documents,1976 *Professional Business Etiquette & Grooming* Gerard Assey,2022-11-16 In today s increasingly global arena technical knowledge alone is not enough to ensure success Sophistication is more and more the catchword Given a choice between two equally talented individuals corporations will choose the candidate with greater interpersonal and social grace skills to represent it As our world becomes a smaller place and our economy becomes increasingly global in scope it is becoming increasingly clear how important good manners are in all cultures In fact knowing how to treat others well is more important now than ever After all who we are shows in how we behave and how we appear to others How we look talk walk sit stand eat ie how we present ourselves speaks volumes about who we are and creates the first impression that others form of us This is true not only in personal life but more so in our professional life With a world that s becoming more and more competitive proper business etiquette and interpersonal skills play an increasingly important role in the success or failure of anyone s business career and the company they represent Knowing how to behave courteously and professionally is far from trivial Etiquette and protocol does count in the business world as no matter how brilliant an employee may be his or her lack of social grace can make a bad first impression on clients and business associates Studies have shown that more than 60% of what is believed about us is based upon visual messages What people see At many Fortune 500 companies top management take potential front line employees to lunch or dinner to observe their comfort level with executives spouses waiters and even with the various pieces of silverware Like it or not management equates good manners with competence and poor manners with incompetence Table manners can make or mar a mega merger especially in an era when companies are competing on the basis of service this can be a crucial business skill Good manners are good business Your inability to handle yourself as is expected could be expensive no one will tell you the real reason you didn t get the job the promotion that big business deal or the social engagement Your social graces and general

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