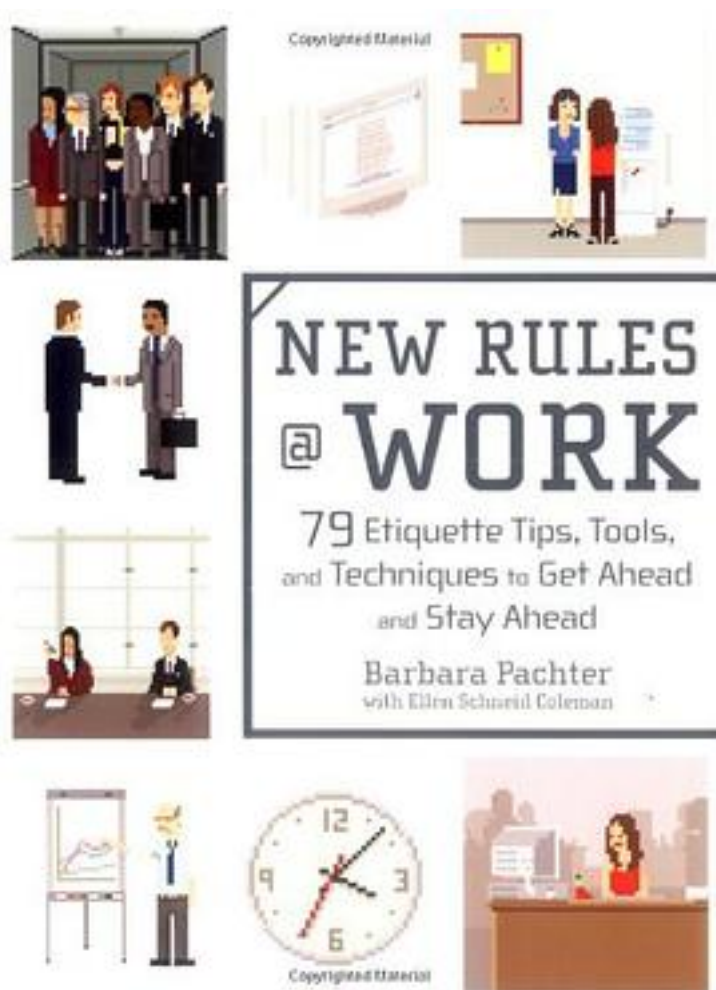


# New Rules @ Work



[New Rules @ Work 下载链接1](#)

著者:Pachter, Barbara/ Coleman, Ellen Schneid

出版者:Berkley Pub Group

出版时间:2006-9

装帧:Pap

isbn:9780735204072

The rules that can make or break your career.

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

作者介绍:

目录:

[New Rules @ Work\\_ 下载链接1](#)

标签

评论

-----  
[New Rules @ Work\\_ 下载链接1](#)

书评

-----  
[New Rules @ Work\\_下载链接1](#)