



ETIQUETTE

GOOD MANNERS FOR ALL OCCASIONS



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Introduction

Etiquette is the social behaviour and practice of members of the society that describes social conventions. In general it is a set rule for behaving in personal as well as professional well being. Etiquette modifies the distracting behaviour and develops honoured commitments and confident in the competitive world. Etiquette starts right from home, from the childhood parents teaches the children saying with “Please and Thank you” and how to properly introduce you to others.

Being polite and self-disciplined right from home provides you an excellent opportunity in the future. The professional manners of a will provide a positive attentions. Well behaving with customers creates a positive attitude and thereby increases the sales. Being gracious to friends will lend them to be with you forever.

“Good manners will open doors that the best education cannot.”

Etiquette for all occasions

A good manner is not to interrupt when someone is speaking, wait until your turn. The gracious child will be invited for more parties since they will not ruin the happy moments. Teach the child with the advantages of etiquette right from the beginning. While introducing yourself to others don't be shy, be friendly, extend your hand and have an eye contact. Not all the people know what etiquette is so if you are facing rude questions be ready with some simple answers. If you are travelling in a public transport respect your co passenger to have a chaos less journey. If you are invited as guest don't go empty-handed, buy flowers or chocolates. If you are invited for a party show up before the invited time and do not upset your host and show up when the party is almost over.

During travelling don't hog al the seat for you, use only the space offered for you. In places you are bored and want to relax yourself by hearing song be low or go with headphones. You are invited for a dinner party wait until everyone is served, excuse yourself to answer a call, don't text at the table.

Corporate Etiquette

Professional appearance is very important etiquette in the corporate world. If you are introducing everyone to a new joiner, name the person of greater status first and the person in the higher position of authority or age should be first one to extend a hand for handshake. At your work places turn your phone on silent mode and try not to distract anyone in their work. During meetings don't check your mobile for personal reach. If you are in a conversation with a group and you have answer a call just excuse yourself and then do so. Hear music only with your headphones don't play music loudly.

When getting into a cab with your boss, go first and don't make her move across the seats. Utilize only the space allotted to you, don't pester your colleagues. If you are using a cubicle make sure to be clean for others to use. Doesn't gossip about the people around you just remember your manners. Be ready to take up a new task, learn, adapt and change yourself. The personal life has to be dropped in the front door of the office.

Netiquette

Netiquette simply means a behaviour one should use when writing or answering email messages. It is one of the most important communication tools this days, emails are mostly used for official purposes than personal, so etiquette in message is more important. Convey your messages clearly, since it is not a face to face communication use appropriate words else it may lead to misunderstanding, don't use capital words it looks harder to read.

Be precise with the content and include your name and contact information. Respond to your mail on timely manner check for spelling mistakes, avoid using short-cuts and jargons. Do not send a mail without a subject line and the subject should be clear and precise. If you are attaching a document send a brief note on what the document is you are attaching with.

Telephone etiquette

While answering a call use appropriate tone, don't answer a call by watching TV or doing some other works. If you are on a conference call wait until a person completes his turn and if the points are not clear as him again don't imagine what he would have spoke. You missed a call while you are at the meeting, call back and don't wait for them to call again because you may miss some opportunities.

Use polite words to answer the call, if you are on a call with your boss, concentrate only on the call. If you are holding a person on call tell him the proper reason that your boss on the second call and have to answer him and then hold on the call. You are answering a call in speaker let the opponent speaker know that you answering call in speaker, it maintains respect for both speakers. Do not answer a call while you are driving. Don't be too loud on phone during nights and distract others. Don't speak too fast be sure the opponent is able to follow you on a call.

conclusion

As a conclusion if you want to get noticed and wish to have career within any organisation, treat everyone with respect and courtesy, to be simple etiquette is a key to be a successful person both in personal and professional life. Etiquette encompasses all roles that we play whether in office, at home or in public places. A better conduct will win appreciation from everyone. Etiquette is more attention and extra care in everything you do, this takes you to the highest position in your personal and professional life.