



The Power of Etiquette

a list of resources compiled
by the History & Humanities
Division, Akron-Summit
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301 Smart Answers to Tough Business Etiquette Questions

Oliver, Vicky
395.52 O148th

500 Letters for Difficult Situations: Easy-to-Use Templates for challenging Communications

Sandler, Corey
808.6 Sa217f

The ABC's of Selling with Etiquette

Brakhage, Dale
658.85 B814a

Attention to Detail: A Woman's Guide to Professional Appearance and Conduct

Greenleaf, Clinton
646.34 G814a

Body Language for Business: Tips, Tricks, and Skills for Creating Great First Impressions, Controlling Anxiety, Exuding Confidence, and Ensuring Successful Interviews, Meetings, and Relationships

Eggert, Max A.
153.69 Eg29b

Bridging the Culture Gap: A Practical Guide to International Business Communication

Carté, Penny
395.52 C322br

Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy

Sabath, Ann Marie
395.52 Sa155b

Business Journey to the East: An East-West Perspective on Global-is-Asian

Wee, Chow-Hou
338.095 W394bu

The Civility Solution: What to do when People are Rude

Forni, Pier M.
395 F727ci

The Complete Guide to Careers in Special Events: Step toward Success!

Columbus, Gene
CAREER 394.2023 C726

The Digital Handshake: Seven Proven Strategies to Grow Your Business Using Social Media

Chaney, Paul
658.872 C456di

Emily Post's Etiquette

Post, Peggy
395 P857e

Emily Post's Etiquette: with Illustrations: In Society, in Business, in Politics and at Home

Post, Peggy
395 P857em

Etiquette for the Career Woman: All the Wisdom, Wit and Advice You Will Ever Need to Attain Personal and Professional Excellence

Moore, Jolienne
395.144 M822e

Got It! Twenty-One Communication Tips for Busy, Impatient People

Craven, Joan
302.2 C898g

Guide to Business Etiquette

Cook, Roy A.
395.52 C771g

**Kiss, Bow, or Shake Hands,
Sales and Marketing: The
Essential Cultural Guide--From
Presentations and Promotions to
Communicating and Closing**

Morrison, Terri 658.8 M882k

**Manskills: How to Avoid
Embarrassing Yourself and
Impress Everyone Else**

Peterson, Chris
646.7008 P485m

**Miss Conduct's Mind over
Manners: Master the Slippery
Rules of Modern Ethics and
Etiquette**

Abrahams, Robin 395 Ab159mi

**Modern Rules of Business
Etiquette**

Gerson, Donna
395.552 G382m

**Mr. Manners: Lessons from
Obama on Civility**

Post, Anna 395 Ob12P

**The New Rules of Etiquette and
Entertaining: A Young Woman's
Guide to Style and Poise at
Work, at Home and on the Town**

Garner, Curtise 395.144 G234n

**The Official Book of
Electronic Etiquette**

Winters, Charles
302.231 W788o

**Passport to Success: The
Essential Guide to Business
Culture and Customs in America's
Largest Trading Partners**

Martin, Jeanette S.
395.5209 M381p

**Poised for Success: Mastering
the Four Qualities that Distinguish
Outstanding Professionals**

Whitmore, Jacqueline
650.1 W616p

**The Savvy Business Traveler's
Guide to Customs and Practices
in Other Countries: The Dos and
Don'ts to Impress Your Hosts
and Make the Sale**

Blacharski, Dan
395.52 B627sa

**Shine While You Dine:
"Business Dining Etiquette
for the Virtual Age"**

Shutt, Robert A.
395.52 Sh562s

**Socially Smart in
60 Seconds: Etiquette Do's
and Don'ts for Personal and
Professional Success**

Pegues, Deborah Smith
395 P376s

**Swimming in the Steno Pool:
A Retro Guide to Making it
in the Office**

Peril, Lynn
651 P444sw

**Tips on Tipping: A Global Guide
to Gratuity Etiquette**

French, Carole
395.5 F873t

**The Unwritten Rules of the
Workplace: A Guide to Etiquette
and Attire for Businessmen**

Greenleaf, Clinton T.
395.52 G814u

**What Do You Say When...:
Talking to People with
Confidence on Any Social or
Business Occasion**

Isaacs, Florence
395 Is73wh

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