

BUSINESS ETIQUETTE

A SELECT READING LIST

Resources available at SIM Library

July 2009



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BOOKS

- [Business etiquette for the new workplace](#), edited by Harvard Business School. Boston: Harvard Business School Press, 2005.
395.52 BUS (HQ / MH)
- [Chinese business etiquette: a guide to protocol, manners, and culture in the People's Republic of China](#), by Scott D. Seligman. New York: Warner Books, 1999.
306.0951 SEL (HQ)
- [Chinese etiquette & ethics in business](#), by Boye Lafayette De Mente. Massachusetts: McGraw-Hill, 2004.
306.0951 DEM (HQ)
- [Don't get caught with your pants down: a brief guide to climbing the Asian corporate ladder](#), by Chee Kok Liang. Singapore: Prentice Hall, 2002.
650.14 CHE (HQ / MH)
- [Don't take the last donut: new rules of business etiquette](#), by Judith Bowman. New Jersey: Career Press, 2007.
395.52 BOW (HQ / MH)
- [E2 using the power of ethics and etiquette in American business](#), by Davis Phyllis. California: Entrepreneur Press, 2003.
174.4 DAV (HQ)
- [E-mail etiquette: do's, don'ts, and disaster tales from People magazine's internet manners expert](#), by Samantha Miller. New York: Warner Books, 2001.
395.5 MIL (HQ / MH)
- [The essential guide to business etiquette](#) / Lillian Hunt Chaney. Oxford, England: Greenwood World Publishing, 2007.
395.52 CHA (HQ)
- [The etiquette advantage in business: personal skills for professional success](#), by Peggy Post. New York: HarperCollins, 1999.
650.14 POS (HQ / MH)
- [The etiquette edge : the unspoken rules for business success](#) by Beverly Y. Langford. New York: AMACOM, 2005.
395.52 LAN (HQ / MH)
- [Event planning : ethics and etiquette : a principled approach to the business of special event management](#), by Judy Allen. Etobicoke: Wiley, 2003.
394.2068 ALL (MH)

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12. [Everything I learned about people, I learned from a round of golf](#), by John Andrisani. Indiana: Alpha, 2002.

796.352019 AND (HQ / MH)

13. [Global business etiquette: a guide to international communication and customs](#), by Jeanette S. Martin and Lillian H. Chaney. : Praeger, 2006.

395.52 MAR (HQ)

14. [International business etiquette, Latin America: what you need to know to conduct business abroad with charm and savvy](#), by Ann Marie Sabath. New Jersey: Career Press, 1999.

395.52098 SAB (HQ)

15. [Minding your business manners: etiquette tips for presenting yourself professionally in every business situation](#), by Marjorie Brody. Kansas: SkillPath, 1996.

395.52 BRO (HQ)

16. [Multicultural manners: essential rules of etiquette for the 21st century](#), by Norine Dresser. New Jersey: John Wiley, 2005.

395 DRE (HQ / MH)

17. [Power etiquette: what you don't know can kill your career](#), by Dana May Caspersen. New York: AMACOM, 1998.

395.52 CAS (HQ / MH)

18. [Power schmoozing: the new etiquette for social and business success](#), by Terri Mandell. New York: McGraw-Hill, 1996.

650.13 MAN (HQ)

19. [Rules of the games: global business protocol](#). London: Thomson Executive, 1996.

395.52 LEA (HQ)

AUDIO

1. [Up your EQ: etiquette essentials for business professionals](#). [sound recording] by Barbara Pachter. New Jersey: Pachter & Associates, 1997.

C 487 (MH)

VIDEO

1. [Business etiquette: maximizing your opportunity for a successful career](#) [video recording]. New York: Diamond Educational, 2004.

V MH 321 (MH)

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