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# BUSINESS ETIQUETTE

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It's More Than Just Eating  
with the Right Fork

**BUSINESS**  
LINK 

“Big companies are small companies that succeeded” – Robert Townsend

# NEW BUSINESS DATABASE

## *The Global Road Warrior — Your Ultimate Business Travel Guide*

The Global Road Warrior is a comprehensive business travel, telecommunications, and cultural guide covering 175 countries.

Each country listing includes —

- Key facts –  
The people, economy, work week, money, city codes, climate, country map, entry and departure requirements, and more.
- Communications –  
Details on all aspects of telecommunications.
- Business Culture Insights –  
Cultural “crib sheets” on greetings and courtesies, business meetings, women in business, business attire and social etiquette.

From the Half Hollow Hills Community Library webpage <[hhhlibrary.org](http://hhhlibrary.org)> (from the library or from home), go to Reference, Business & Law, and click on Global Road Warrior. You will need your library barcode to log on.

Key: (DH) Dix Hills Building  
(M) Melville Building

Baber, Anne 2007

***Make Your Contacts Count: Networking Know-how for Business and Career Success***

650.13 BAB (DH)

Baldrige, Letitia 2003

***Letitia Baldrige's New Manners for New Times: A Complete Guide to Etiquette***

395 BAL (DH, M)

Beals, Jeff 2008

***Self Marketing Power: Branding Yourself as a Business of One***

650.1222 BEA (DH)

Beckwith, Harry 2007

***You, Inc.: The Art of Selling Yourself***

CD 658.85 BEC (DH)

Benjamin, Susan 2008

***Perfect Phrases for Dealing with Difficult People: Hundreds of Ready-to-Use Phrases for Handling Conflict, Confrontations, and Challenging Personalities***

158.26 BEN (DH)

Bentley, Fonworth 2007

***Advance Your Swagger: How to Use Manners, Confidence, and Style to Get Ahead***

395 BEN (DH)

Blyth, Catherine 2009

***The Art of Conversation: A Guided Tour of a Neglected Pleasure***

395.59 BLY (M)

Bowman, Judith 2007

***Don't Take the Last Donut: New Rules of Business Etiquette***

658.4052 BOW (DH)

Chaney, Lillian H. 2007

***The Essential Guide to Business Etiquette***

395.52 CHA (DH)

Clayton, Nicholas 2007

***A Butler's Guide to Table Manners***

395.54 CLA (DH)

Decker, Bert 2007

***High Impact Communication: How to Build Charisma, Credibility and Trust***

CD 650.13 DEC (DH)

Fox, Sue 2007

***Etiquette for Dummies***

395 FOX (DH)

Jay, Robin 2006

***The Art of the Business Lunch: Building Relationships Between 12 and 2***

658.4052 JAY (DH)

Jones, Frances Cole 2008

***How to Wow: Proven Strategies for Presenting Your Ideas, Persuading Your Audience, and Perfecting Your Image***

658.45 JON (DH)

Levinson, Jay Conrad 2008

***Guerrilla Networking: A Proven Battle Plan to Attract the Very People You Want to Meet***

650.13 LEV (DH)

Martinet, Jeanne 2006

***The Art of Mingling: Proven Techniques for Mastering Any Room***

158.12 MAR (M)

CD 158.12 MAR (DH)

DOWNLOADABLE AUDIOBOOK

Norville, Deborah 2007

***Thank You Power: Making the Science of Gratitude Work for You***

179.9 NOR (DH, M)

Pachter, Barbara 2006

***When the Little Things Count--and They Always Count: 601 Essential Things that Everyone in Business Needs to Know***

650.13 PAC (DH)

Sabath, Ann Marie 2007

***One Minute Manners: Quick Solutions to the Most Awkward Situations You'll Ever Face at Work***

395.52 SAB (DH)

Shepherd, Margaret 2006

***The Art of Civilized Conversation: A Guide to Expressing Yourself with Style and Grace***

395.59 SHE (DH)

Shipley, David 2007

***Send: The Essential Guide to Email for Office and Home***

651.79 SHI (DH)

658.0546 SHI (M)

Tiger, Caroline 2008

***Town & Country the Art of Gratitude: Thank You Notes for Every Occasion***

395.4 TIG (DH)

Tracy, Brian 2006

***The Power of Charm: How to Win Anyone Over in Any Situation***

650.13 TRA (DH)

Tsufit 2008

***Step into the Spotlight!: 'Cause All Business is Show Business!: A Guide to Getting Noticed***

658.8 TSU (DH)

Wall, Bob 2008

***Working Relationships: Using Emotional Intelligence to Enhance Your Effectiveness with Others***

650.13 WAL (DH)

# GLOBAL BUSINESS ETIQUETTE

De Mente, Boye 2008

***Etiquette Guide to China: Know the Rules That Make the Difference!***

395.095 DEM (DH)

De Mente, Boye 2004

***Korean Business Etiquette: The Cultural Values and Attitudes That Make Up the Korean Business Personality***

658.4052 DEM (DH)

Kumar, Rajesh 2005

***Doing Business in India: A Guide for Western Managers***

658.4052 KUM (DH)

Lee, Catherine 2007

***The New Rules of International Negotiation: Building Relationships, Earning Trust, and Creating Influence Around the World***

658.4052 LEE (DH)

Martin, Jeanette S. 2006

***Global Business Etiquette: A Guide to International Communication and Customs***

658.4052 MAR (DH)

Morrison, Terri 2006

***Kiss, Bow, or Shake Hands: The Bestselling Guide to Doing Business in More Than 60 Countries***

658.4052 MOR (DH)

Tomalin, Barry 2007

***The World's Business Cultures and How to Unlock Them***

395.52 TOM (DH)

Tuller, Lawrence W. 2008

***An American's Guide to Doing Business in Latin America: Negotiating Contracts and Agreements, Understanding Culture and Customs, Marketing Products and Services***

658.4052 TUL (DH)

# BODY LANGUAGE

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Hagen, Shelly 2008

***The Everything Body Language Book: Master the Art of Nonverbal Communication to Succeed in Work, Love, and Life***

153.69 HAG (DH, M)

Hogan, Kevin 2008

***The Secret Language of Business: How to Read Anyone in 3 Seconds or Less***

650.14 HOG (DH)

Lambert, David 2008

***Body Language 101: The Ultimate Guide to Knowing when People Are Lying, How They Are Feeling, What They Are Thinking, and More***

302.222 LAM (DH)

Reiman, Tonya 2007

***The Power of Body Language: How to Succeed in Every Business and Social Encounter***

153.69 REI (DH, M)

Pease, Allan 2004 or 2006

***The Definitive Book of Body Language***

153.69 PEA (DH)



## Half Hollow Hills Community Library

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Dix Hills, NY 11746  
631 421-4530

Melville Building  
510 Sweet Hollow Road  
Melville, NY 11747  
631 421-4535

[hhlibrary.org](http://hhlibrary.org)

Compiled by  
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All listed titles are the most current  
available at the time of printing.