**What is Business Etiquette?**

**Business etiquette** is a **set of manners** that is accepted or required in a **profession**. Often upheld by custom, it is enforced by the members of an organization. Those who violate business etiquette are considered offensive. The penalty for such behavior frequently lies in the disapproval of other organization members.

**Etiquette Activity**

You and a partner are to act as an expert on a specific etiquette topic. You should create a poster (PowerPoint if paper is unavailable) that explains what that topic is and how an employee should handle that particular aspect of employment.

Website are provided for each topic but you and you partner can use the internet to find more information if you wish.

**Topic #1: Business Dress**

**Create a Top Ten List that Showcases what you think is most important for someone to know when deciding how to look for a Job Interview. Include at least one fact about hair, makeup, and accessories**

***Helpful Websites***

**List Five Do’s & Five Don’ts of what to wear to a job interview**

* [**https://www.monster.com/career-advice/article/worst-things-to-wear-to-job-interview**](https://www.monster.com/career-advice/article/worst-things-to-wear-to-job-interview)

**Hair, Face, Hands, Body, Clothing, Accessories (page 4)**

* <http://breitlinks.com/careers/career_pdfs/BusinessEtiquette06-07.pdf>

**Side Effects of Underdressing or Overdressing (page 2)**

* <http://breitlinks.com/careers/career_pdfs/BusinessEtiquette.pdf>

**What to wear to a part-time job interview as a high schooler**

* <https://www.thebalance.com/best-interview-attire-for-every-type-of-interview-2061364>

**Topic #2: Social Media Use**

***“28 percent of employers report that they've fired people for using the Internet for non-work-related activity (such as shopping online or checking out Facebook, for example) during the workday and 18 percent have dismissed employees because of something they posted on social media, according to***[***CareerBuilder***](http://www.careerbuilder.com/)***.***

**Create a Top Ten List Regarding Social Media Behavior for Current or Potential Employees**

Your list should include things such as what is appropriate or inappropriate to post. when and where you should be when using social media; as well as, what privacy settings (if any) are appropriate.

Do’s & Don’ts of what to post Social Media

<http://www.socialmediatoday.com/content/11-things-you-should-not-post-online>

Youtube: <https://www.youtube.com/watch?v=m038iOMCFLc> People Getting Fired

<https://www.youtube.com/watch?v=qX50XXkmDrI> Employers Ask to See

<https://www.youtube.com/watch?v=fCH33TgK8Mw> Volunteer Fired

<https://www.youtube.com/watch?v=hMR_xLNdy38> Teacher Fired

<https://www.youtube.com/watch?v=zU8m-4_CmtU> Teacher

<https://www.youtube.com/watch?v=UQhhh6a44tg> Bumper Sticker

**Topic #3: Handshake**

**Use** [**http://www.idiva.com/news-work-life/10-types-of-handshakes-and-what-they-mean/15070642**](http://www.idiva.com/news-work-life/10-types-of-handshakes-and-what-they-mean/15070642) **to research the ten most common types of handshakes. Create a table that looks like the following:**

**Your group will act out each type of handshake by shaking hands with someone else in the class and then explaining what it means.**

|  |  |  |
| --- | --- | --- |
| **Type of Handshake** | **What it looks like** | **What is Means** |
| **Sweaty Palms** | **A person’s hand is wet when you touch it** | **They are nervous** |

**Explain what a good handshake should be remembered as Strong & Professional.**

**When?**

• Shake hands when you meet and when you leave.

• In a group, shake with the host first.

**How?**

• Stand.

• Grasp the other person’s palm firmly for 3-4 seconds.

• Smile.

**Exceptions?**

• If both hands are full, saucy hands, etc., don’t shake.

• If person has a prosthesis or arthritic hands, place your hand on their forearm or upper arm while saying hello. “It is generally agreed that ‘Hello’ is an appropriate greeting

<http://www.cnn.com/2013/06/06/living/buzzfeed-social-media-fired/>

**Topic #4: General Rules of Business Etiquette**

In addition to handshakes, appearance, and social media use; there are lots of other unwritten rules regarding Business Etiquette. Create a Top Ten Workplace Etiquette List for a company to post in their breakroom. The rules you list will be the only ones enforced so choose wisely!

Helpful Websites:

* <https://www.careereducation.columbia.edu/resources/tipsheets/skills-business-etiquette>
  + Interaction with People, Communication Rules, Meeting Basics, Maintaining your Workspace
* <http://www.managementstudyguide.com/corporate-etiquettes.htm>
* <http://blog.fundinggates.com/2015/04/office-etiquette-for-modern-times-common-mistakes/>
* <http://www.cyssprogram.com/_docs/online-training/Workplace%20Etiquette%20Module/Workplace%20Etiquette%20Module.pdf>

Cell Phone Use:

Email:

Telephone: <http://www.gcflearnfree.org/jobsuccess/business-etiquette/3/>

General Unprofessional Conduct: <http://www.gcflearnfree.org/jobsuccess/business-etiquette/4/>

Punctuality & Work Coverage: <http://smallbusiness.chron.com/business-etiquette-basics-2926.html>

Meeting <http://smallbusiness.chron.com/basic-business-etiquette-meeting-722.html>

Eating/Workspace

Language