## Recommended Reading List

Casperson, D. M. (1999). *Power Etiquette: What You Don’t Know can Kill Your Career.* AMACOM.

Garner, A. (1997). *Conversationally Speaking: Tested New Ways to Increase your Personal Effectiveness 3rd Ed.* Mc-Graw-Hill.

Langford, B. Y. (2005). *The Etiquette Edge: The Unspoken Rules for Business Success .* American Management Association.

Post, P. &Post, P. (2005). *Emily Post’s The Etiquette Advantage in Business: Personal Skills for Professional Success.* Harper Resource.

Powell, M. (2005). *Behave Yourself! The Essential Guide to International Etiquette.* Globe Pequot.