



The Modern Scholar: The Fundamentals of Business Etiquette

Professor Robert A. Shutt

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A nationally recognized business etiquette specialist, Professor Robert A. Shutt of Binghamton University reviews the strategies, guidelines, and appropriate behavior that can help people excel in a variety of professional environments. During the course of these lectures, Professor Shutt examines etiquette in situations such as the business dinner and the job interview. He shows how etiquette functions in the workplace and discusses such features as electronic-communications and sales etiquette - all while providing fascinating commentary on the history of etiquette and including examples from Ancient Egypt, Renaissance Italy, and Colonial America.

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