

Poles apart or not: Business etiquette and Manners

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Abstract

In this pacing world we all are engrossed into our works (jobs, business, house chores etcetera). We come across number of people in a day they may be known to us or not. And our behavior varies from person to person. We operate our words and action according to our needs from the second party. But, the dealing of a person leaves a long lasting impression on another person's mind. Such marks on other's mind may become a boon or a bane. This may even take you to the acme heights, adding pragmatic acquaintances or dropping in a deep gorge departing you from this world. These varied behavioral acts are termed as etiquette. Our society has segregated the types of behavioral patterns into two terms general manners and business etiquette. Where both the terms mean same that is only a good dealing of yours with others. In this publication I will shed some light not only to acknowledge you with the basic etiquette which helps in making us all social animals. Etiquette which will groom you from head to toe that is hair dressing to footwear. But also on the difference between two most perplexing terms business etiquette and manners. Why it is so confusing to behave well at certain points in life? What stops us to work in limits of manners? Have these limits become limitation in our lives?

Introduction

Work etiquette is a code that leads the expectations of social behavior at the workplace. This code is put in place to "respect and protect time, people, and processes." There is no agreement across the board about a standard work etiquette, which may be unlike from one environment to another. Work etiquette comprises an extensive range of aspects such as body language, good behavior, appropriate use of technology, etc. Part of office etiquette is working well with others and communicating effectively.

Business etiquettes are about building relationship with others at workplace which provides social comfort and creates healthy environment. Business etiquettes and work manners set

standard of professionalism to the people working together. Business etiquette is the glue that binds people and keeps them happy in an otherwise stressed out job and market environment. In professional condition, displaying proper etiquette can provide you a ruthless edge over others who may not be using proper etiquette. Handshake is also code of behavior which shows how professional are you. Handshakes are a standard greeting which creates first impression on a stranger. Similarly it can give adverse impact of your if you don't know the right way of hand shake. Firstly one should know when to initiate. The person in a top position of authority or age should be the first one to extend a hand. Handshake is not just joining hand together; eye contact is also an important part of handshake. If you are sitting and going to shake your hand rise before extending your hand shows respect and sincerity towards the person. Instead of having handshake with damp hands you can.

Sometimes we want to complete our work but something keep us away from our work .The thing which can distract our attention towards the work is mobile phone. Sometimes we make others uncomfortable because of our habit to use mobile phone. Most of the people don't know when and how to use mobile phone at work place. An individual needs to follow a set of rules and regulations while interacting with the other person over the phone. There are some frequent mistakes which reveal the negative interoperation of a person .To avoid such things the suggestions are like one should keep the phone out of the sight and on silent mode. Try to keep your phone out on the table. Always try to text minimally and impressive. Moreover the most important thing is don't bring your phone to the meeting and the number one rule is to not put the phone on the table, especially during a one-on-one meeting or conference.

Etiquettes for conferences and meetings

Remember meeting and conferences put you in front of coworkers and seniors with whom you don't work on regular basis. So the way you conduct yourself in front of them would leave the lasting impression. This paper will tell you some etiquette you need to follow when you are attending conferences and meetings. We all know very well that time is precious so it's extremely important for everyone to be on time and of course prepare oneself ahead of time which means one needs to have a strong agenda for the meeting to avoid wasting others time you need to be punctual .second thing which is very important is to make introduction. At the time you enter in the room it is important for you to acknowledge other attendees instead of walking

to the room and have a seat. If you do so it seems very arrogant. People do this because they don't know each other to refrain the arrogant attitude you need to introduce yourself and familiarize yourself with all other people sitting there .moreover try to put names on the faces that you have met before and of Corse do remember all other names you are newly introduce too.

Another workplace Etiquette is to speak up. It is important for you to loud and clear when you are putting forward your point especially women. Women are very soft spoken .They aren't loud enough which really doesn't sound professional. Speak up doesn't mean that you interrupt someone the right way to speak up is when someone is speaking take the notes so that you can speak up when it's a right time. Few people hesitate to ask their questions so don't save your questions for the last. Many people tend to ask their questions when people are ready to leave which means when the meeting is about to get over people try to add stuff and ask irrelevant questions which are not required. It is important to ask right question at the right time and right person and it would make you sound very professional.

When comes to the business email communication, you need to make an impression that can lend to the determination that you are a credible professional enterprise and someone that will be easy and pleasure to do business with. You only have one chance to make that first impression which will be invaluable to building trust and confidence. You need to shoe your professional behavior on the job. When it comes to email activities while on the job, employees should understand the sincerity and responsibility.

Dress codes are often enforced in the workplace to "dress in a manner appropriate to their responsibilities." They also allow for an "aesthetical recognition" between members and non-members. Often, employers would not specifically have a dress code; rather the dress code is regulated through norms and perpetuated through its employees. Business casual is a commonly used term when describing what kind of clothing is appropriate for the workplace. However, specific clothing regulations vary from profession to profession. An example would be how in an office workplace, it is not appropriate for employees to wear denim jeans and a T-shirt. Attire is not the only thing that dress codes may regulate. Oftentimes, dress codes regulate accessories such as jewelry and hats. For instance, with the exception of religious headgear, most dress codes deem it inappropriate to wear hats in the workplace. Casual Fridays are sometimes allowed in certain workplaces, which allow the employee to wear jeans or a casual shirt that is inoffensive

to others. Proper "business etiquette and manners" are a very key role in constructing relationships at the workplace. To sustain healthy work relationships, employees must be team players, this means having "transparency, caring and empathetic understanding." Also, using proper body language is important in the workplace. An employee introducing themselves in a manner that shows admire demonstrates to those above them that they always maintain professionalism. Something like a handshake speaks magnitude about a person. "Good handshakes" have been found to be integral for maintaining professionalism and demonstrating respect. Guides highlight to "grip the other person's hand firmly, shake three times, and let go." Maintaining eye contact is a good skill to always remember as eye contact shows interest in the person speaking. Being civil is also very pivotal, so as to avoid "negative workplace communication." Getting into a heated argument or even physical violence in the workplace is not only inappropriate, but can result in getting fired as most workplaces have a "zero-tolerance" policy on workplace violence of any kind. Technology also is an important and emerging resource the workplace. Although, since it is a current development in the workplace, not many rules have been implemented regarding its limits. In terms of cellphones, it is up to the company to regulate cellphone usage. However, if you work in explicit professions, such as construction, it is against Occupational Safety and Health Administration (OSHA) regulations to "engage in any practice or activity that diverts his/her attention while actually engaged in operating the equipment, such as the use of cellular phones" and using it could lead to suspension or termination. With reference to the other technology, such as computers, online etiquette is just as crucial to maintaining healthy relationships and professionalism. It is essential to make sure when writing emails, memos, or using any form of communication that isn't face-to-face to be clear and concise so there will be no confusion between coworkers. However, many organizations assessed it unsuitable for the workplace to use technology at work in order to use social media platforms or play games. Most of the employers use disciplinary action to avert employees from using technology improperly. Inappropriate use of technology can be but is not limited to, blogging, instant messaging (IM), using your email for anything not works related, or texting.

An etiquette lesson cannot address every possible situation you will face as you move through life. There are innumerable situations in life when you will have the room to man oeuvre to practice small tenderness that will reveal your true character. Each dainty act may ameliorate

someone else's life a bit and that person may proceed it on to someone else, so take the time to show kindness to strangers. If each and every one implements both the small and large gestures of etiquette every day to those around us that we hardly know, the domino effect will rapidly spread, making life much delightful for all of us.

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