



The Etiquette Essentials Guide

5 Simple Tips for Polished Professionalism

- 1 Master the art of the handshake**
A firm but not overpowering handshake is key. Make eye contact and smile as you introduce yourself — it's a quick way to make an assured first impression.
- 2 Always address others by name**
Using someone's name in conversation creates a personal connection. Catch the name when you're introduced, then use it naturally as you talk.
- 3 Be mindful of your body language**
Stand tall, keep an open posture, and avoid crossing your arms. Positive body language conveys self-assurance and approachability.
- 4 Respond to emails promptly**
A polite reply within 24–48 hours shows professionalism and respect for the other person's time. Keep your tone warm and concise.
- 5 Mind your table manners**
Avoid speaking with your mouth full, and wait until everyone is served before you begin. Small gestures like these show real consideration for others.

A LITTLE EXTRA

Keep your phone on silent during meetings or events — a quiet signal that you're fully present, and that the room has your attention.