

“BEHAVE YOUR WAY TO SUCCESS”

A list of etiquette tips and avoidable faux pas compiled by Shelby Young

Resources used: Weaver, Joy. “Just Ask Joy...” Dallas: Brown Books Publishing Group, 2005, Fox, Sue. Etiquette for Dummies. Indianapolis: Wiley Publishing, Inc., 2007, and multiple personal learning experiences.

Tech Etiquette faux pas

- Setting your ringer as loud as it will go. For the sake of everyone’s sanity, turn your cell phone down– or even better, switch it to Manner Mode (silent/vibrate).
- Text messaging during meetings, classes, worship services, movies, dates, or any other private events such as weddings and funerals. It displays the notion that you are not interested in what is going on around you.

Email Etiquette faux pas

- Using all UPPERCASE. (THIS MEANS YOU ARE SCREAMING!)
- Not using spell check before you send. (Poor spelling is unacceptable.)
- Leaving off the subject line. (Give recipients a heads up about what is in your email.)
- Using a fancy font that no one can read. (This is a big one. Communicate effectively.)

Attire Etiquette Tips– MEN

- Remember– earrings are out of style for men. (It was a 90s thing!)
- When wearing slacks or a suit, always match your belt to your shoes and your socks to your pants. (Nothing looks more hilarious than a man in a suit with white socks... Other than a man in a suit with white socks that aren’t long enough to cover the skin that shows at his ankle.)

Attire Etiquette Tips– WOMEN

- Important makeup tip: your face should not be darker than your neck and vice versa. Change makeup color as your skin changes throughout the year.
- Ear piercings above the lobe should never be shown in a business or semi–professional environment. Remember to cover it up.
- It is acceptable to wear gold and silver jewelry together, but like anything else, too much of a good thing is bad. In semi–professional environments: One ring per hand. If you’re wearing some great earrings, don’t wear a necklace and vice versa.

Social Situation Etiquette Tips

- Your RIGHT hand is your social hand. Your LEFT hand is your personal hand.
 - Do not cough or sneeze into your social (right) hand. No one wants to shake hands with someone who just coughed or sneezed into that hand.
 - Keep your drink in your personal (left) hand so that when you go to shake someone’s hand, they will not be greeted with a cold and wet social hand.
- Wear nametags on the right side. Print your first and last name clearly and large enough so that others can read it at a glance.
- Remember: BREATH MINTS! (Not chewing gum!) Bad breath can ruin your first impression. Chewing gum says you are adolescent.
- Get out of your comfort zone! Introduce yourself to others.
- Stay up to date on current events. (You will have something interesting to talk about other than yourself.)
- Focus on the positive! (You don’t want to be remembered for being negative.)
- Be approachable and maintain a sense of humor!