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person you speak with  
wisely. Instead of  
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once, choose one teammate. By discussing directly, it will make the favor more personal, and you are more likely to receive a positive response.

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Literally headache  
sick," says Diane  
Gottsman, author of  
Modern Etiquette for a  
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of The Protocol School  
of Texas. "If your

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cologne enters before you and lingers after you, it's way too strong. It's not a candle. It should be barely noticeable."

## **Best Office Etiquette Tips - Office Rules to Follow**

The old way, which many of us learned or noticed growing up, was that a man always stood when being introduced to a woman, but women

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stayed seated. Now, a better approach is, always stand up when you're being introduced to someone, whether you're male or female—especially in a job interview.

### **Business Etiquette Is Changing—And You Need To Follow Suit**

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