

Meeting Minutes: November 13, 2008

Sixth meeting – Business Etiquette by the ABLA Officers

Upcoming events

- The ALPFA Career-Fashion Show will take place on November 21st starting at 7:00pm at the Tempe Four Points Hotel.
- The ABLA Banquet will take place on December 5th from 7:30pm to 9:30pm at a location to be announced.

The speakers for this meeting were the ABLA officers. They talked about business etiquette.

- Introductions and meetings
 - Stand up when meeting some one
 - Make eye contact and smile
 - Firm hand shake and pay attention to names
 - Use double sided business cards with one side in English and the other side in the language of the country you are visiting
 - Usually in Asian countries like Japan business cards must be accepted with both hands
 - Be aware of the cultural norms of the country you are visiting
- Dress code
 - First impressions are important
 - Most conservative business wear for women is a business suit, pants suit, or a dress and jacket
 - Most conservative business wear for men is a business suit or a blazer, dress pants, and tie
 - Business casual for women is a shirt with a collar and/or sweater, khakis or dress pants, and nice shoes
 - Business casual for men is a polo shirt or a shirt with a collar, khakis or dress pants, and dress shoes. Ties are generally not required.
- Computer etiquette
 - Don't send an email unless it is necessary and be careful forwarding emails
 - Don't overuse read receipts
 - Fill the "To:" column last
 - The standard format for business files is .pdf
 - If attaching a Word document created in Word 2007, save it as a .doc, which is compatible with older versions of Word
 - When using Cc:, everyone who receives the message can see the email addresses of everyone else. Use Bcc: if more privacy for the recipients is required.
 - Be careful with information uploaded to social networking sites as those sites will often sell that information to employers
- Dinner etiquette
 - The meal begins when the host unfolds his or her napkin
 - Try to avoid messy foods
 - If numbers are available, use those to orders dishes you don't know how to pronounce

- In general, for silverware work from the outside in. The outer most fork will most likely be for salads, and you work your way inward as more courses are served.

This was ABLA's last meeting for this semester. This meeting concluded with ABLA pizza time.