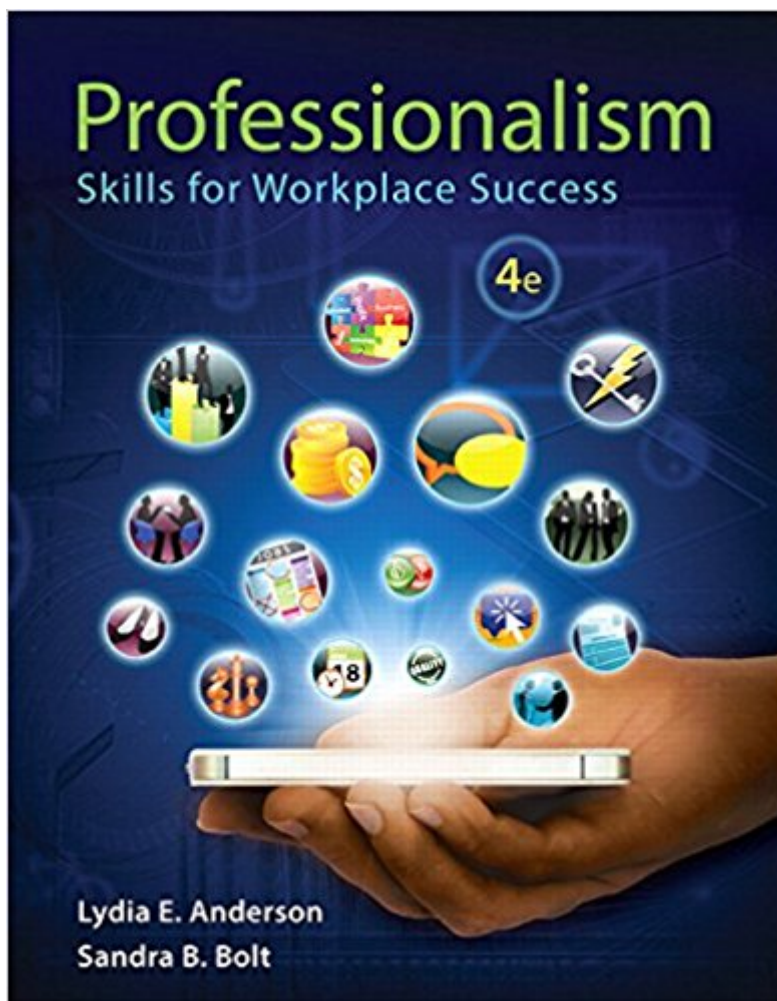


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# Professionalism: Skills For Workplace Success (4th Edition)



## Synopsis

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## Customer Reviews

As I say to my students "it's a keeper"! The textbook and all support material are invaluable to effective training overall professional skills in preparing students for the realities of the workforce. --

Heidi Lee Arrington, University of Hawai'i - Kapi'olani Community College    I think the variety of information is the biggest strength as there is a lot of activities and assignments for all students. The materials were very well produced. -- Zachary Stahmer, Anthem Education Group

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Of course i wouldn't call a textbook entertaining, but the content is well organized and easy to understand. I think it would be pretty much impossible to misunderstand something after reading. Sometimes, the information seems like it would be something like, "well of course nobody would ever do that".At least with this book, I feel confident that they pretty much covered everything when it comes to workplace etiquette and there is lots of useful information. Before a big interview, the

book will come in handy to function like a checklist as to how I should prepare.

Boring book. But moderately helpful for resume research.

Great book

This book has a lot of great etiquette tips and is overall a good read! I rented this book instead of buying it & it had all of the pages with no markings in it.

Much too basic for professional level workers. If a person in a professional position does not know the information contained here, and needs to be told, they will be in serious trouble and will not hold a job for long.

Great book. Good quality. Arrived on time.

Book is well written. The class offered a online version but I preferred the book. It was a reasonable price. There was an issue with the code in the book for the online material but the publisher straighten it out for me.

I chose this book because it was required for class. Not sure if I need to elaborate more on that.

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