

Succeed

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Don't Take the Last Donut by Judith Bowman



From email etiquette, networking tips to dining skills, this book is the ultimate guide to helping you become a consummate professional in the corporate world, where first impressions last.

While some of Ms Bowman's tips are plain common sense – such as never send an email when you are angry – others are

poignant reminders, especially when emails are concerned. After all, they are fast-becoming the de facto mode of business communication.

None more so than the No 1 email rule: Never write anything in an email you would not be proud to read on the front page of a major newspaper.

Apart from emails, Ms Bowman provides helpful gems on how to navigate your way through a networking event. While making small talk is an art form, there is always the fail-safe question that not only gets the person next to you talking but also reflects favourably on

yourself: “How do you and how does your firm distinguish or differentiate yourselves in the market place?”

But steer clear of no-no topics including politics, religion and personal issues like health and finances. Instead, always bank on topics such as the weather, sports and transportation. And never say: “I’ll be right back,” when you don’t intend to do so.

Other than putting on your best front as you work your way through the room, Ms Bowman’s wide-ranging advice could also snag you the dream job you’ve been yearning for.

We all think we know what not to do during an interview. But I’m sure you didn’t know you should never add pepper to your steak without tasting it first during a lunch interview.

Why? Human resource executives never hire anyone who seasons their food before tasting it. This signals a level of hastiness and rush to judgment.

More such surprising insights are in store if you’ve been trying in vain to crack the code of charming your way to the top. — **LOH CHEE KONG**