

# Business behavior for beginners

## Business behavior rules

Here are some general rules about introductions in the business world. The first basic thing is to always use your full name when introducing yourself. Very important is the status. A junior person should always be introduced to a senior person. The same is true with clients. Introduce colleagues to clients but not clients to colleagues. When you introduce someone, include their job title and add some information about their function. Always make eye contact and smile as you shake hands. Don't cross and uncross your legs. Find a comfortable position and stick to it. Another very important thing is to greet everyone. You never know who the people you greet could be and apart from that everyone deserves the same degree of kindness. Always be on time and be polite and professional in all forms of communication.

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