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Perfect Phrases for Office Professionals: Hundreds of ready-to-use phrases for getting respect, recognition, and results in today’s workplace, Meryl Runion, Susan Fenner, McGraw Hill Professional, 2011, 007176674X, 9780071766746, 176 pages. THE RIGHT PHRASE FOR EVERY SITUATION . . .

NEW CUSTOMER? START HERE

The most common phrases. Win-win: A situation or result that is beneficial/good for everyone (involved). Think outside the box: Thinking differently, creatively, outside of normal possibilities. Going forward: From now on. In the future. Reach out: Attempt to communicate. Metaphorically to move forward or upward in order to touch.

60 Common office phrases used at work - including some ...

These 15 phrases can help establish you as a positive force in any office environment. "Let's touch base." This statement is vague enough to allow the other person to decide whether you'll convene...

15 Phrases You Should Start Using to Sound More Professional

The management experts at Sling have put together a list of 100 extremely helpful phrases for employee performance reviews. We’ve organized them alphabetically by skill and then divided each skill into strengths and weaknesses. That way, you can quickly and easily find a phrase to fit your needs. Effective Performance Appraisal Phrases Attendance

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Like him/her and like you, I’m a professional and I expect to be treated as one. I’ll give you a pass for that remark, but moving forward, be aware that I’m a professional and I expect to be treated as one.

Top Ten Phrases for Administrative Professionals

Perfect Phrases for Office Professionals: Hundreds of ready-to-use phrases for getting respect, recognition, and results in today’s workplace, 2011, 176 pages, Meryl Runion, Susan Fenner, 0071770542, 9780071770545, McGraw Hill Professional, 2011. Perfect Phrases for Office Professionals: Hundreds of ready-to-use phrases for getting respect, recognition, and results in today’s workplace, 2011, 176 pages, Meryl Runion, Susan Fenner, 0071770542, 9780071770545, McGraw Hill ...

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Phrases to use in business letters and emails Request for information I am writing to inquire about . . . I am writing in reference to . . . I read/heard . . . and would like to know . . . Could you please send me . . . at the address below/above Thank you for your assistance. I look forward to hearing from you. Response to request

Phrases to use in business letters and emails

The Office was a huge TV success launching the careers of multiple A-list actors and actresses. Although many of the shows characters such as Jim Halpert and Pam Beesly were people’s favorites, Michael Scott was the one who would fill our hearts with inspiration while being funny. Often times, Michael’s baffling and complicated comments would [...]

18 of the Funniest Yet Inspirational Quotes From the Office

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