

## **Dos and Don'ts for Business Etiquette**

**DO** network by scheduling a business lunch with a superior or colleague.

**DON'T** automatically schedule it in their Outlook – call or email them first.

**DO** be cleanly shaven and well groomed

**DON'T** have elaborately designed facial hair – no matter how neat it may be.

**DO** arrive on time for meetings.

**DON'T** arrive late – or more than 5 minutes early.

**DO** give a firm (but not painful) handshake.

**DON'T** shake someone's hand with a hand that has been holding a cold drink – hold your drink with a napkin.

**DO** put a napkin on your lap during a business lunch/dinner.

**DON'T** put your napkin on the table when you go to the bathroom – place it on your chair instead.

**DO** go to the company holiday party and arrive 10 minutes late.

**DON'T** have more than 2 alcoholic drinks (or better, don't drink alcohol at all).

**DO** respond to emails promptly.

**DON'T** be lazy and write things like: “thanx 4 ur email” – write out full sentences with correct spelling and grammar.

**DO** be yourself – you'll enjoy your job a lot more.

**DON'T** worry about every little mistake – you're human!

### **NEWS FROM THE ACTUARIAL STUDENTS' NATIONAL ASSOCIATION (ASNA):**

ASNA held its 15th annual weekend convention in Toronto on January 9th to 11th 2004. The convention united close to 350 Actuarial students from across Canada and welcomed 14 companies from Canada and the United States. ASNA is currently comprised of four to five delegates from each of ten Canadian universities and welcomes new universities from all over North America. Any Actuarial students interested in getting their university involved, please send an email to [info@anea-asna.ca](mailto:info@anea-asna.ca) or [president@anea-asna.ca](mailto:president@anea-asna.ca). For more information about ASNA and what we do see our website: [www.anea-asna.ca](http://www.anea-asna.ca).