8 PHONE ETIQUETTE RULES EVERY PROFESSIONAL SHOULD KNOW

ANNOUNCE YOUR NAME WHEN ANSWERING YOUR PHONE

Use a greeting and say your full name. Using your first name alone can sound too informal for every professional call; using only your last name can sound too abrupt.

BE AWARE OF YOUR SPEAKING VOLUME

-

Some people just don't know how loud they are, especially when their attention is focused on the person on the other line. Be aware of your surroundings. You never know who's paying attention to your conversation.

DON'T ANSWER YOUR PHONE WHEN YOU'RE MEETING WITH SOMEONE

If you take a call, you're offectively communicating to the person you're meeting with that someone else is more deserving of your time than they are. If you're expecting an reschedule it, let the person you're meeting with know ahead of time.

DON'T PUT YOUR PHONE ON THE TABLE WHEN MEETING OTHERS

For some, this is a way of showing the person you're meeting that they're not worth your time. Even if you don't answer the phone, it can be distracting.

RESPECT QUIET ZONES

If you're in the middle of a meeting or a conference, it's rude to have your phone go off and disrupt the speaker and everyone else. Put your phone in silent mode or turn it off.

CHOOSE A NORMAL RING

Do you really want your colleagues to hear music blasting on your cellphone while you're fumbling to silence it? Consider your ringtone, and think about how others may react to it.

LET THE OTHER PERSON KNOW WHEN YOU HAVE THEM ON SPEAKER PHONE

If you must put someone on speaker phone, make sure you immediately let them know if there is anyone with you.

DON'T LEAVE LONG

Leave a short and straightforward message. Speak clearly and let the person know who you called. If you leave a phone number, say the numbers slowly.

















Telephone Time A First Of Telephone Dos And Donts

Arturo Cuomo

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