**WHY ETIQUETTE IS AN IMPORTANT SOFT SKILL**

Your Name

What is schmoozing

In this section, after reading the article, define and describe what schmoozing is and why its an important skill to have in the business world. How is this skill developed over time and use specific examples of when to use it. Please complete this section using no more than two paragraphs.

Networking

Networking is a part of the modern world in many ways. Define what networking is after looking it up online. Explain in detail how a student can use networking throughout their career and when it benefits you. Describe the difference between networking and schmoozing and explain how each of these skills may be tied to one another. Complete this section in no more than two to three paragraphs, using clear examples to make your conclusions.

Schmoozing Bullets

After finding 3 of the bullets under schmoozing within the article, describe how you plan on bettering each of the 3 you choose, for yourself, whether its developing the skill from start or taking the skill and making yourself better at it. For each bullet, write a paragraph reflecting how this skill applies to you, how good you currently are at it (If at all and what you plan to do to develop the skill.

Listening skills

Explain in detail, the purpose of not only having well developed listening skills, in addition to overall communication skills, both written and spoken. Use examples of each to write this section. Complete this in no more than two to three paragraphs.

Professional Appearance

Review what the professional attire you would wear to a professional job interview and explain what you chose and why. Complete this within one to two paragraphs at most.

Dinner Etiquette

Tell me three things you learned about dinner etiquette you did not know, after reading this article. Explain in detail why they are used and where. Complete this using one paragraph Conclusion

Reflect on yourself, reviewing areas of etiquette you believe you currently are strong at and what areas you need to work on and develop. For example, if you are terrible are remembering names, this may be a skill to develop, as potential customers are more apt to think you care if you remember their name. Please develop examples, reasons for your choices and areas you plan on developing in no more than two paragraphs.