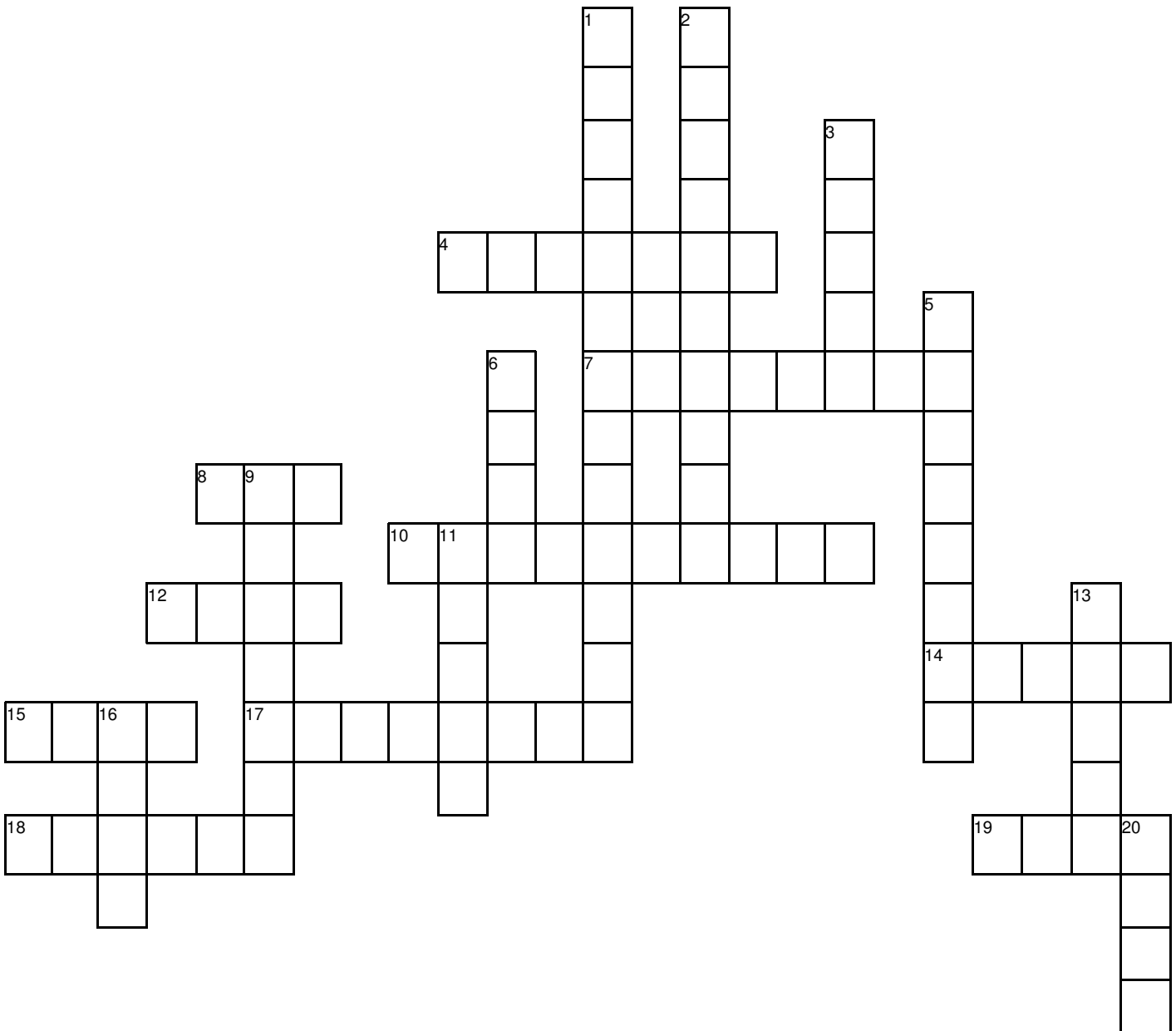


Courtesy to Impress



Across

4. How long an email lasts.
7. Last words you say to your hosts when you leave a party.
8. During meals your cell phone is _____ limits.
10. Make your first _____ a good one.
12. Bottom Line Up Front (Abbr.)
14. Title to use when introducing a C/RCT to an adult.
15. Introduce military personnel by their _____.
17. During meals, avoid discussions on race, religion or _____.
18. When formally introducing, use these. Appellatives.
19. In the CACC, a _____ handshake is preferred.

Down

1. What's going on in the world. (Two words)
2. Do this when you introduce yourself (two words).
3. How often you should check your email.
5. An idea briefly and clearly expressed is _____.
6. Répondez, s'il vous plaît (Abbr.)
9. An embarrassing/tactless act/remark in a social situation. (French)
11. During a meal, don't talk with food in your _____.
13. When you should drive and text.
16. After a job interview, send a Thank You _____.
20. Remain on _____ until it's your turn to speak (teleconference)