

# THE RITERS OF PASSAGE

Learning doesn't stop with the end of blue books and all-nighters in the Undergrad. Here's a DTH guide to little tips for postcollege life.

## Business Etiquette Extends Beyond Common Handshake

By JERMAINE CALDWELL AND JENNIFER WHITE  
Staff Writers

Most college graduates assume their degrees alone will get them jobs, but good business etiquette can be as important as the information listed on a résumé.

Marcia Harris, director of University Career Services, offered pointers regarding steps of the job search process - from completing a résumé to abiding by the rules of business etiquette.

Harris said résumés should be clearly organized, starting with the applicant's general information and followed by education, work experience and reference information.

"You're writing in outline form as opposed to complete sentences," Harris said. "It should be very succinct."

Harris also mentioned the importance of following business etiquette once the perfect job was obtained. Young professionals should be just that - professional, she said.

"If you represent an employer ... even

though it appears to be a social situation, it's really a business situation in a social setting," Harris said. "People are checking you out and making judgments."

And business dining etiquette might be a key for receiving brownie points.

"People are sometimes very confused when they see a lot of silverware in front of them," Harris said. "Use silverware from the outside in."

But because the fork might be right for the salad, it doesn't mean dig in. It is time to eat only when everyone has been served and the host starts his or her meal.

Conversation begins long before the food is served. And a good conversation has etiquette rules attached to it as well.

"A good dinner partner talks to persons on both sides of them," she said, adding that there was a proper time to talk about the job. "Take your cue from whoever is hosting the dinner and wait until they bring up business."

Shop talk can be conducted outside of dinner, and proper etiquette must be followed at these social events such as cocktails or receptions.

Good manners and a good impression starts with wardrobe choice.

Styles include professional business attire (suits), business casual ("One step down from a suit," Harris said) and casual.

Beyond clothing, professionals should act properly as well, Harris said.

"If you choose to drink, be very, very conservative with alcohol in a business situation," she said. "Never feel pressure to drink."

So while mingling soberly, the next order of business is to carry on a conversation.

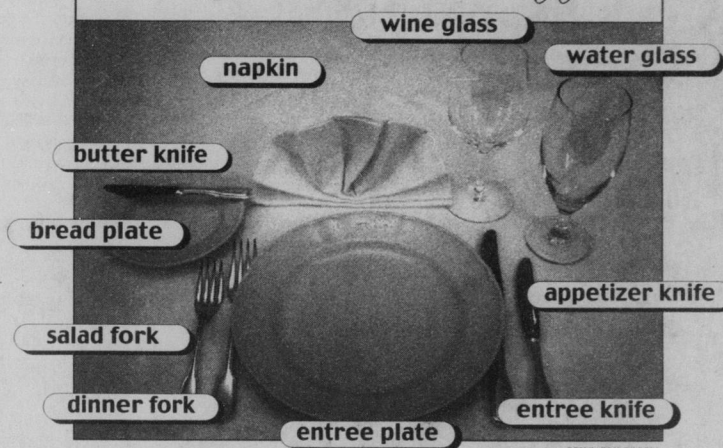
Meeting and greeting requires a specific order of introductions, Harris said. The person who holds the higher position in the company should be introduced first.

And when being introduced: "(Have your) right hand ready, smile and look like you're pleased," she said.

"You want to engage in a polite conversation for a few minutes ... then you move onto a next person," she said.

Harris also said University Career Services offered tips for behavior in a business setting.

### A Formal Affair



DTH JASON COOPER

Among the suggestions: When dining, women should be sure to place their handbags on their lap or chair, never on the floor. And don't mop up gravy or sauce with bread. Taking home leftovers is also not recommended.

The basics of business etiquette, such as proper appearance and the ability to keep a

respectful demeanor, along with experience, will help one in the long run, Harris said.

She said, "This is one more way to give people an edge."

The Features Editor can be reached at features@unc.edu.

### Choose Your Own Wine!

When college students graduate from Bud Light, making the decision on what wine goes with what food can often be more difficult than trying to collect money for a keg.

#### Red Wine

- Cabernet Sauvignon:**
  - A fruity taste, but also spicy. Contains woodier flavors such as tobacco or wheat.
  - Serve with red meat or heartier meals.
- Merlot:**
  - Very smooth taste with lots of dark fruit, a fruit-driven wine. Heavy-bodied flavor. Lower in tannin and acid, tastes less dry.
  - Serve with red meat or heavy dinners.
- Pinot Noir:**
  - Light-bodied red with a bright, cherry flavor. Very little tannin, so a smooth taste with no residual sugar.
  - Serve with white meats, fish and more subtle dishes.
- Red Zinfandel:**
  - Bold, spicy, dry, full-bodied red. Lots of intense berry fruits.
  - Serve with meat or Italian foods, or with red-sauce meals that match the acid levels of the wine.

#### White Wine

- Chardonnay:**
  - Fuller-bodies from California, aged in oak so may have a vanilla, buttery texture. Dry.
  - Serve with richer meal: cream sauces, poultry, oily fish.
- Sauvignon Blanc:**
  - Light, crisp taste with citrus or grassy flavors. Dry.
  - Goes well with fish.
- Pinot Grigio:**
  - Light, crisp, dry.
  - Serve before a meal with light hors d'oeuvres or with light cream sauce dinners.
- White Zinfandel:**
  - Sweet, fruity pink wine.
  - Generally served before a meal.

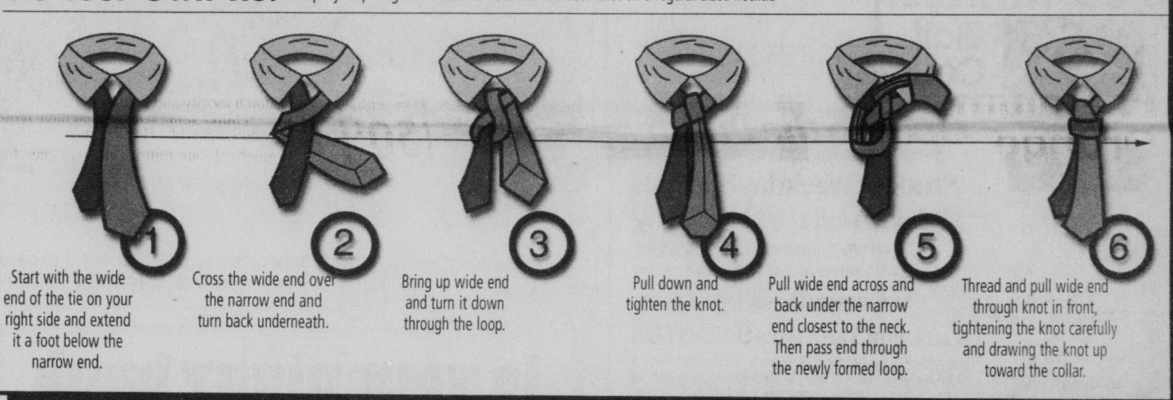
#### Dessert Wine

- Roses:**
  - Dry, crisp, pink wines. Can taste like strawberry.
  - Goes well with lighter foods or poultry.
- Port:**
  - Fortified with brandy so high in alcoholic content. (Twenty percent alcohol as opposed to 12 percent alcohol for regular wines.)
  - Tastes like red berries, spicy, but sweetened with brandy.
  - Goes with creamy desserts like crème brulee or cheesecake.
- Dessert Reisling:**
  - A late-harvest reisling, so really ripe and the sugar level very high. Extremely sweet.
  - Serve with chocolate or cookies.

SOURCE: A SOUTHERN SEASON

DTH/DAN HELJAS

### Tie Your Own Tie!



SOURCE: JULIANS

DTH/MEGAN SHARKEY AND SALEEM RESHAMWALA

## Students Learn Financial Balancing Act

By PATRICIA WRIGHT  
Staff Writer

There's nothing quite like the feeling of bouncing a check.

Some stores place bounced checks in their windows to help shame those unfortunate souls who have not been able to keep their finances straight and have written a bad check.

Banks charge hefty fees for bounced checks, and bad checks can have a detrimental effect on an individual's credit.

But for those who have had trouble balancing their checkbook, help exists. Robin Butler, assistant vice president of the Harrington Bank located in Chapel Hill, said balancing a checkbook could be a simple task.

"First, when you get your statement, go through your returned checks and put them in chronological order," Butler said. "Then, go through and check your register to make sure the checks were written for the correct amount."

"Take your end balance, add deposits made since the cut-off date, and this will give you a subtotal."

Despite the advice, sophomore Tiffany Hutchins of Huntersville said

she never balanced her account.

"I usually just check the receipt I get at the ATM," she said. Although this might sound like a recipe for disaster, Hutchins has never bounced a check.

In addition to the confusion about checkbook monitoring, some students might not understand how to open a bank account, Butler said. One particular account that could interest students is an Individual Retirement Account.

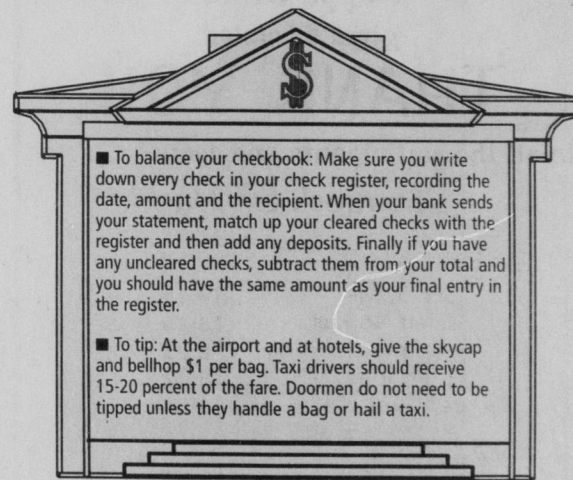
"An IRA is an account that allows you to save money for your retirement while you are still earning a competitive interest rate," said Roderick Parker, customer service representative for Central Carolina Bank.

Parker said anyone who earned wages and was younger than 70 1/2 years old could open an IRA, with a maximum contribution of \$2,000 a year.

Just as there are different types of bank accounts, there are different IRAs, Parker said.

He said what usually caught students' eye was the Steady Saver IRA.

"Students can open this account with a minimum of \$100, adding \$50 from their savings or checking account monthly," he said.



SOURCE: DTH AND UNIVERSITY CAREER SERVICES

DTH/TJW RICHARDS

Parker said it was not uncommon to see a student opening an IRA.

"When I was in college, I didn't think that much about my future," he said. "But I am impressed by the interest that

college students are taking in their finances in the future.

The Features Editor can be reached at features@unc.edu.

### Change Your Own Tire!

Sophomore Wil Machen of Charlotte changed a tire to show you what to do in case you get stranded on the side of the road with a flat.



**Step 1:** Pull off of the road and then apply the parking break. Take out the spare tire, jack and lug wrench. Pry the hubcap off using the sharp end of the lug wrench.



**Step 2:** To loosen each lug nut, turn the wrench counterclockwise about one turn while the tire is still on the ground.



**Step 3:** Place the jack under the reinforced section of the car body. Jack up the car until the flat tire is several inches off the ground.



**Step 4:** Remove the lug nuts and place them on the ground. Then remove the flat tire.



**Step 5:** Lift the spare tire onto the axle hub and align the holes. Replace the lug nuts and tighten each lightly.



**Step 6:** Lower the car to the ground and remove the jack. Use the wrench to tighten each lug nut. Have the flat tire repaired as soon as possible.

SOURCE: AMERICAN AUTOMOTIVE ASSOCIATION

DTH/SALEEM RESHAMWALA