

Office Etiquette Glossary

Punctual adjective

arriving or happening at the time agreed on

- *Mrs Marsh liked her guests to be punctual.*
- *We expect punctual payment of bills.*

Domestic adjective

[usually before noun] relating to people's homes and family life

- *a cosy domestic scene*
- *domestic chores*
- *a programme that gives some insight into the domestic life of the Victorians*

Hygiene noun

the practice of keeping yourself and the things around you clean, in order to prevent illness and disease

- *personal hygiene*

Intrusion noun

something that interrupts a peaceful situation or a private event

- *It's so quiet here that the occasional distant siren is the only intrusion.*

Brief adjective

lasting only for a short time

- *Scotland experienced a brief period of population growth during the early nineties.*
- *a brief visit*
- *I have a phone call to make. I'll keep it brief.*

Appreciate transitive, never progressive

to understand the true nature of a situation, and realize why it is important or serious

- *I began to appreciate the difficulties my father had faced.*

appreciate how/why/what etc:

- *Doctors are only now beginning to appreciate how dangerous this drug can be.*

appreciate that:

- *We appreciate that you cannot make a decision immediately.*
- *I don't believe the Prime Minister fully appreciates the complexity of the problem.*

Harmonious adjective

friendly and peaceful

- *a harmonious environment/relationship/society*

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Courtesy noun

polite behaviour that shows respect for people in social situations

- *a man who treats everyone with kindness and courtesy*
- *It's only common courtesy to thank someone when they help.*

Belittle verb transitive

to say or think that someone or something is unimportant or not very good

- *You shouldn't belittle her achievements*

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