

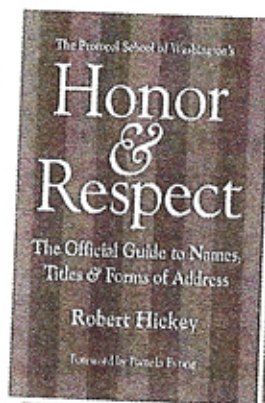
BOOK REVIEW

Honor & Respect**A Book Review**

BY SARA AHMED, NCIV INTERN

Do you know what a Ragi is? What about an Ombudsman? The proper usages and definitions of these unique terms and innumerable others can be found in The Protocol School of Washington's *Honor & Respect*, by Robert Hickey.

Honor & Respect is a reference book for individuals who are interested in the art of formal communication in a world that is becoming evermore interconnected. From local officials to foreign heads of state, this book provides a guide on proper written and oral forms of address. The target audience for this book includes anyone who interacts with officials and wants to be able to do so with confidence. As a reader, one learns that in preparing for interactions with officials from around the world, it is essential to be able to reference the correct form of address. From writing a letter to sending an invitation, formally introducing a dignitary and even interacting cordially in a social setting with a governor, admiral, or ambassador, *Honor & Respect* is an excellent source of information.



Robert Hickey, who currently lives in New York, is the Deputy Director of The Protocol School of Washington. Since 1988, Mr. Hickey has been conducting protocol and etiquette trainings. Published in 2008, *Honor & Respect* is the final result of seven years of research.

Honor & Respect includes a glossary, a dictionary, and guidelines for use, style and forms of address for information on high officials as well as cultural figures in more than 180 foreign countries. Officials from the United States, Australia, Great Britain, and Canada are all covered in detail. *Honor & Respect* provides clear and easy-to-read guidelines on various topics such as how to introduce one person to another, how to prepare the inside envelope of an invitation, how to determine the proper level of formality for the complimentary close, and how to choose the best phrases when making a formal introduction. Comprehensive and covering the full scope of correspondence and conversational-related guidelines, it is a must-have reference for all organizations with international affiliations.

Indeed, *Honor & Respect* is more than just a reference book for those interacting with local officials or foreign heads of state. It is a collection of knowledge, which enables one to ascertain information on terms and definitions, as well as complete instructions for using appropriate address styles, correct salutations, and proper closings for all correspondence. Useful in both business and social situations, this easy-to-reference format provides instructions for those who want to put proper protocol and forms of address into practice.

After reading through *Honor & Respect*, one knows that a "Ragi" is a musician who performs at Sikh services, and an "Ombudsman" is not really a "man," but instead an office with the responsibility of receiving complaints for an organization from those outside the organization. By opening up *Honor & Respect*, one can learn more unique terms and continue to delve into this guide to names, titles, and forms of address. ★

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1420 K Street, NW, Suite 800
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