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Robert Hickey
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Robert Hickey, deputy director of the Protocol School of Washington® (PSOW), has conducted protocol trainings and workshops since 1988.

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Robert Hickey

The Protocol School of Washington®

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Honor & Respect

1. What is a mufti, titular bishop, governor-general, or shadow senator?
   - Honorable, Reverend, Excellency, Eminence...
2. Mr., Mrs., Miss, Ms., Captain, Doctor, Pastor, Chancellor, Judge, Professor, Monsignor, Senator, Commissioner...
3. Academic, honorary, decorations, orders...
4. Formal, casual, social, and business
5. Introducing a guest to a group, to just one person, or from a podium
6. On an invitation whose name goes first? In what order are officials introduced?
7. Two doctors? Two pastors? A doctor and a pastor? Two naval or army officers?
   - A mayor and his or her spouse? Unmarried couples? Formulas for all.
8. American styles for the highest to the lowest of officials
   - Native American leaders
   - From Ba’hai to Zoroastrian. Including the Jehovah’s Witnesses, Church of Jesus Christ of Latter-Day Saints, Hindu, Salvation Army, and both Sunni and Shiite Muslims
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**Senator**

Envelope, official:

*The Honorable*  
(Full name)  
United States Senate  
(Address)

Letter salutation: *Dear Senator (surname):*  
Complimentary close: *Sincerely yours,*  
OR  
*Sincerely,*

Envelope, social:

*The Honorable*  
(Full name)  
(Address)

Invitation, inside envelope: *Senator (surname)*

Place card: *Senator (surname)*

Introduction: *The Honorable (full name), United States senator from (state)*

Introduction, one person to another: *Senator (surname)*

Conversation, initially: *Senator (surname)*

Conversation, subsequently: *Senator*

**City/County Council or Board Member**

*NOTE:* In many communities elected officials below the rank of *mayor* are not addressed as *the Honorable:* Check for the local preference. *Alderman,* *councilman,* *councilwoman,* or *councilperson* describe members of councils, and are not formally used as honorifics. However they are informally used as honorifics and in place of the name in conversation.

Envelope, business:

*The Honorable*  
(Full name)  
(Full title of position) of (county/city)  
(Address)

Letter salutation: *Dear Mr./Ms. (surname):*  
Complimentary close: *Sincerely yours,*  
OR  
*Sincerely,*

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About the Author

ROBERT HICKEY, deputy director of The Protocol School of Washington® (PSOW), has been conducting protocol trainings and workshops since 1988.

As part of the PSOW’s Protocol Officer Training™ – Level I Certification program, he teaches titles and forms of address and expands on the topics covered in this volume.

Mr. Hickey also prepares trainees to become corporate etiquette and international protocol consultants. At the PSOW’s Train to be a Corporate Etiquette and International Protocol Consultant, and The Etiquette and Leadership Institute’s® (ELI, Athens, Georgia) Train To Become a Children’s Etiquette Consultant, his focus is on preparing trainees to build recognition of their expertise in their company or community.

Mr. Hickey is a graduate of the University of Virginia. He was coordinator of publications at George Mason University, and an instructor in the Publication Specialist Program at George Washington University. He lives in New York City.

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