

Professional Etiquette Quiz #1 Answer Key

Instructions: Complete this quiz and submit your work when you are finished.

1. In the workplace, which of these actions is appropriate?
 - a. Discuss politics
 - b. Keep your work-related conversations vague
 - c. Avoid chit-chat
 - d. Change your mind often

2. Which of these should you not do in a business meeting?
 - a. Focus on the task at hand
 - b. Be familiar with common sports idioms
 - c. Strive for clarity
 - d. Treat women with more respect than men

3. Which of these characteristics do employers dislike in their employees?
 - a. Honesty
 - b. Integrity
 - c. Humility
 - d. Hubris



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4. The Guiding Principles in the work setting may include:
- a. Employing constructive criticism
 - b. Showing indifference towards a client
 - c. Showing favoritism
 - d. Both A and C
5. Which of the following is appropriate during a work meeting?
- a. Wearing a strong fragrance
 - b. Asking for clarification
 - c. Reading your friends' posts on social media
 - d. Explaining the personal reasons that caused you to arrive late
6. Which of the following is an indicator of professionalism?
- a. Show arrogance when meeting a new client
 - b. Dress comfortably no matter what the situation is
 - c. Demonstrate enthusiasm for learning
 - d. Selectively show respect towards others
7. If you are being interviewed by a panel of three people, you should:
- a. Look at the wall behind the panel when you speak
 - b. Make eye contact with each interviewer throughout the interview
 - c. Make eye contact with the panelist who has most seniority when he/she speaks
 - d. Both A and C



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8. You attend a work-related conference where alcohol is being served. You should:
- a. Feel free to drink as much as you're offered
 - b. Discourage others from drinking alcohol
 - c. Avoid drinking alcohol
 - d. Both B and C
9. Which of the following is acceptable in the workplace?
- a. Eat a crunchy lunch at your desk
 - b. Consistently arrive late
 - c. Use voice mail as a call screening process
 - d. Have tasteful décor in your personal work area
10. Employers appreciate workers who do which of the following:
- a. Ask for help when needed
 - b. Always leave promptly when work hours are over
 - c. Use speakerphone for all calls
 - d. Generously decorate common office space

