

Business Etiquette Quiz

Good business etiquette can give you an edge over the competition. Take the Business Etiquette Quiz and see how well you do.

1. When greeting someone for the first time, a cupped handshake (in which your left hand covers the normal handshake) is a good way to show my sincerity and interest.
a) True b) False
2. At an interview or meeting, it is generally necessary for me to stand only when a women walks into the room (regardless of my gender).
a) True b) False
3. At job fairs -- and other professional settings -- when I receive a business card from someone, I should take the time to really read the card before sticking it in my pocket or briefcase.
a) True b) False
4. I should always turn off (or silence) my cell phone before heading into any interview or business meeting.
a) True b) False
5. In dining situations, my drinks are on my right and my bread plate is on my left.
a) True b) False
6. When I know a company I am interviewing with is having a casual day on the day I am interviewing, it is best to dress down for the interview.
a) True b) False
7. I have a great sense of humor, so it's perfectly fine to have a humorous greeting on my voicemail (or answering machine) when job-hunting.
a) True b) False
8. When at meetings at which people are wearing name tags, the best place to put your name tag is on your right chest/shoulder area.
a) True b) False
9. When I place telephone calls to potential employers, I use a clear and confident voice and always first identify who I am and why I am calling.
a) True b) False
10. When talking on the phone with a potential employer or other business contact, it's okay for me to put the person on hold while I answer another phone call.
a) True b) False
11. The rules of etiquette aren't as important in businesses that have a "laid back" corporate culture.
a) True b) False
12. No matter what type or level of job I am applying for, I always go out of my way to greet the receptionists and administrative staff with sincerity.
a) True b) False

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Business Etiquette Quiz Answers

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tasks *Women in Business: 7 Successful Communication Tips to Enhance Your Career* PJ Pierce,2009-04-20 There is no available information at this time *Etiquette As I Learned It* EJ Divitt,2013-07-27 Have you ever found yourself at a loss as to what to say to someone at a funeral Been overwhelmed at the thought of writing a thank you card You have good intentions but just need a little help This book is for you This is a guide to etiquette in every day situations and special occasions including weddings funerals and thank you cards It includes an all new etiquette quiz with answers at the back of the book **Business Teacher** ,1954 **Business Communication** Richard D. Featheringham,Nancy Csapo,2004-10

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Instructors Manual with Test Item File Gerald Manning,2000-12-13 *Excellence in Business Communication* John V. Thill,2008 This handy guide helps students assess explore and improve each of the skills they re expected to master throughout the course *Resources in Vocational Education* ,1978 *Dartnell's Quick Quizzes* Dartnell Corporation,1998 Rating performance tracking progress evaluating employees needs in a wide variety of jobs is a tall order Dartnell s QUICK QUIZZES 133 Ways to Measure Success makes the monitoring measuring process easier by providing short self explanatory quizzes designed for use by supervisors managers trainers in a workplace setting The quizzes cover important areas of business relations such as customer service teamwork sales self development interpersonal skills can be used in a group setting such as in a meeting or on an individual basis

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