

Office Administration
3rd Form Business
Graded Quiz: _____/15 Pts

Attributes of Good Office Workers

INSTRUCTIONS: Fill in the blank spaces with the correct answers to receive maximum marks.

Honesty	confidentiality	Willingness	deportment	Self-esteem
Positive reflection	self-confidence accurate	attribute relevant	punctual researched	regular Integrity

1. The term _____ refers to the qualities or characteristics of a person.
2. Being _____ and _____ contributes to efficiency and helps you to become reliable.
3. The work that you do is a _____ of yourself.
4. Information should be _____, _____, sufficiently detailed and and well _____.
5. _____ involves being completely trustworthy in all matters.
6. _____ is truthfulness, straightforwardness and the absence of theft or deception.
7. The importance of _____ is keeping all work-related information private. This includes information about the business, its products, customers, or clients and employees.
8. _____ involves an eagerness to accept responsibilities and to face new challenges.
9. The way a person stands or walks, their manners, and behavior is referred to as _____.
10. _____ is the extent to which a person values him or herself.
11. _____ self-esteem includes having a high sense of self-worth, pride and self-respect.
12. A person's belief in his or her own abilities is referred to as _____.