

### Human Relationship in the Office

<b>products</b>	<b>services</b>	<b>External clients</b>	<b>interpersonal relationship</b>
<b>Good</b>	<b>workplace relationship</b>		<b>bad interpersonal relationship</b>
<b>organizational goals</b>	<b>accountable</b>	<b>orientation</b>	<b>training</b>
<b>internal</b>	<b>promptly</b>	<b>effectively</b>	<b>customer satisfaction</b>

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

1. The term \_\_\_\_\_ refers to interactions, associations or connections between two or more persons.
2. The \_\_\_\_\_ is about maintaining positive, mutually respectful, productive interactions with these persons in the performance of work-related tasks.
3. \_\_\_\_\_ interpersonal relationships in the workplace promote desirable outcomes.
4. A business suffers when there are \_\_\_\_\_ in the workplace.
5. Achievement of \_\_\_\_\_ goals is a desirable outcome of having good interpersonal relationships in the workplace.
6. The supervisor is the person to whom a worker is directly \_\_\_\_\_.
7. The supervisor is responsible for \_\_\_\_\_ and \_\_\_\_\_ of new employees.
8. An \_\_\_\_\_ is an employee or department that receives goods or services produced elsewhere in the organization as inputs to do their work.
9. To maintain good relationships with internal clients employees must solve problems \_\_\_\_\_ and \_\_\_\_\_.
10. \_\_\_\_\_ are the individuals and organizations that use the goods and services produced by a business.

11. External clients pay for \_\_\_\_\_ and \_\_\_\_\_, providing revenue to keep the business going.
12. Businesses must ensure \_\_\_\_\_.