

Activity Type				
Ex	A	En	S	R

Name:	ID:	
Date:	OS: BUS	Mark: ----- /
Assessor: (Teacher – Self – Peers – Electronic)	Activity Classification: (Individual – Pairs – Group – Team)	

BUS03013- Positive Workplace Relationships

Ex1: Match the term to the suitable case:

1. If you say you are going to do something, do it.	A. Communicate
2. If you are unable to complete a task for some reason, make sure information is communicated to all team members who would be impacted.	B. Be Professional
3. Understand people are unique.	C. Be Responsible
4. Your co-workers are not mind readers, so make sure you are communicating with them and your manager on a regular basis.	D. Be Friendly
5. Encourage co-workers.	E. Be Considerate
6. Make sure you are not making your office mate crazy with your personal habits.	

Ex2: Specify whether these statements are True or False.

1. To build positive workplace relationships, always discourage your colleagues when they are doing something.	
2. If your office likes to work in a quiet place, talk on the phone quietly.	
3. If you say you are going to do something and you cannot, just stay quiet and don't tell anyone.	
4. Never communicate task progress to anyone to build a positive workplace relationship.	

Evaluation: (Descriptive)					Reinforcement	Support
☐ You have achieved ALL the requirements					☐ Great work	☐ Refer to Handouts
☐ You have achieved MOST of the requirements					☐ Keep going	☐ Practice more
☐ You have achieved SOME of the requirements					☐ Nice Try	☐ Correct your mistakes
☐ You have achieved NONE of the requirements					☐ Efforts appreciated	☐ Ask for help
5 Grams	4 Grams	3 Grams	2 Grams	1 Grams	☐ Try again	☐ Follow up with the teacher
Teacher's comments:						