

Professionalism Quiz

True/False Statements

1. Keeping nails neatly trimmed and clean only applies to women, not men.
2. There is no such thing as inappropriate clothing when the dress code is casual.
3. All work environments have a written code of professionalism conduct in the company handbook.
4. Companies encourage upper management to wear hoodies and jeans to work.
5. Work etiquette is the proper code that governs ways to behave socially at work.

1. Email subject lines should be long and detailed.
2. Emails can be sent with little review or proofreading.
3. Emails should cover a broad variety of topics.
4. Emails are an effective method of communication in any business.
5. Messages should be positive and short.
6. Grammar and punctuation are secondary to the intended message.
7. Email is a good place to solve conflicts between co-workers.
8. Using CAPITAL, **bold**, or **color** in texts can make the email easier to read.
9. You can use any font in an email.
10. You can respond to an email whenever it is easiest for you.