

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.