

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
<input type="checkbox"/> You have achieved ALL the requirements <input type="checkbox"/> You have achieved MOST of the requirements <input type="checkbox"/> You have achieved SOME of the requirements <input type="checkbox"/> You have achieved NONE of the requirements					<input type="checkbox"/> Great work <input type="checkbox"/> Keep going <input type="checkbox"/> Nice Try <input type="checkbox"/> Efforts appreciated <input type="checkbox"/> Try again	<input type="checkbox"/> Refer to Handouts <input type="checkbox"/> Practice more <input type="checkbox"/> Correct your mistakes <input type="checkbox"/> Ask for help <input type="checkbox"/> Follow up with the teacher
5 Grams	4 Grams	3 Grams	2 Grams	1 Grams		
Teacher's comments:						