

Business Quiz: True/False

- _____ 1. When you sit down to a business dinner, leave your napkin on the table.
- _____ 2. If the waiter brings your food first, you can start eating immediately, you don't want your food to get cold.
- _____ 3. You don't have to turn your cell phone on silent during a business dinner; you don't want to miss any important calls.
- _____ 4. It is not important to research the company you are interviewing for; they will tell you what they are about during the interview.
- _____ 5. You should arrive 15 minutes early to an interview.
- _____ 6. It is perfectly acceptable to wear nice jeans to an interview.
- _____ 7. It is ok to answer interview questions with just a yes or no reply, if they want to know more, they can ask.
- _____ 8. It is important to ask the interviewer questions about the position and what will be expected of you.
- _____ 9. When you leave an interview you don't have to shake the interviewer's hand if you don't think you got the job.
- _____ 10. You should not wear any revealing clothes or flashy jewelry to a business meeting as it may distract other coworkers from what you saying and may leave a bad impression.
- _____ 11. It's ok to lie on your resume; the interviewer will never actually call your references.
- _____ 12. If you have very good communication skills with others, then you should list that as one of your skills on your resume.
- _____ 13. If you are having trouble at work, and don't understand a task, don't ask for help, you don't want to show your employer you are confused.
- _____ 14. It is important not to gossip at work, spreading rumors can lead to inter coworker issues and being fired.
- _____ 15. You should always go into work with a positive and optimistic attitude.