

## Appearance and Professional Image – Activity 2

### Professional Etiquette

Complete the following based on the Appearance and Professional Image PowerPoint.

1. List 2 ways good etiquette can benefit you:

1. \_\_\_\_\_

2. \_\_\_\_\_

2. Define etiquette: \_\_\_\_\_  
\_\_\_\_\_

3. Name 3 things that create positive image:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. Name 3 grooming things you should do to ensure professional appearance:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. Give example of professional attire

For men: \_\_\_\_\_

For women: \_\_\_\_\_

Soft Skills @ Work



6. Give example of business casual:

For men: \_\_\_\_\_

For women: \_\_\_\_\_

7. Name 3 telephone office etiquette steps:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

8. Name 3 office e-mail etiquette steps

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

9. Name 3 cubical office etiquette steps:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

10. What is an “informal” chain of command? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. List 3 dining basics:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Soft Skills @ Work

