



What's Your Social IQ?

1. The difference between Continental and American style dining is?

- a) American style the knife is used only for cutting and held in the right hand for right handed people.
- b) Continental style the knife remains in the left hand and the fork in the right for right handed people.
- c) American style the tines of the fork face downward when bringing food to your mouth.

2. When do you place your napkin on your lap?

- a) Immediately after sitting at the table.
- b) When your food arrives.
- c) After the host or guest of honor.

3. You may butter your roll or bread while holding it flat in your hand?

True False

4. Your bread plate is the one on the left or the right?

Left Right

5. When you are the guest of honor and the toast is to you, you do not take a drink or make a toast to yourself?

True False

6. Between bites or spoonfuls, where should utensils be placed?

- a) On the table, beside the plate.
- b) On a saucer or side plate.
- c) The entire utensil should be placed on an under plate or service plate.

7. Can I send an e-mail as a thank you after a lunch meeting?

- a) Sending an E-mail thank you is all that is expected.
- b) The hand-written note is always the best option.
- c) Just call...it takes so much less time.

8. Should a man or a woman initiate a business handshake?

- a) The most senior person by age.
- b) It does not matter - just do it!
- c) Whoever invited the guests should initiate handshakes.

9. How long does a person have to return business phone calls?

- a) Business calls should be returned within one hour.
- b) A maximum of seven days.
- c) Each person needs to establish a return calls policy.

10. If invited to a function where I will not know anyone except the guest of honor, who am I allowed to bring?

- a) No one, unless the invitation explicitly states "and guest".
- b) A client or friend who may know the guest of honor.
- d) If you are uncomfortable alone, don't attend. Send a note of regret.

11. At a business lunch who should pay the bill?

- a) Always split it down the middle.
- b) The person who did the inviting should pay the bill.
- c) The person who makes more money should pay the bill.

12. When I am wearing a nametag it should be on my right lapel.

True False

13. A good hand shaker maintains hand contact until an introduction is complete.

True False

14. How would you introduce your boss to your spouse at a work related event?

- a) Mr./Ms. Boss, I'd like you to meet my spouse.
- b) Spouse, this is my boss Mr. /Ms. Boss.
- c) Spouse, I'd like to introduce Mr. /Ms. Boss.

15. What do you do if you forget someone's name when you are being introduced?

- a) Fake it and avoid having to say their name.
- b) Apologize and ask them what their name is.
- c) Excuse yourself and rush away.

16. If a colleague of yours joins your table, are you obligated to introduce them to everyone at the table?

- a) No, you just need to say "Hello" and speak to them yourself.
- b) No, this is up to the host to do.
- c) Yes, even if you do not know everyone at the table.

17. During office hours it is appropriate to address all co-workers, regardless of their rank, by their first name.

True False

18. When you voicemail co-workers located in the same building, it is not necessary to leave your name.

True False

19. Business casual means a man's shirt should have a collar.

True False

20. Chewing gum is a good habit to get into if you want to keep fresh breath.

True False