

ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions. (15)

- I. What are etiquettes?
- II. Outline some tips for remembering names at the workplace.
- III. Lists some techniques to make a great first impression.
- IV. What is business dress code for men?
- V. Describe some business card etiquettes.

Q: 2: What is a professional handshake? Describe the factors that determine the message which is communicated by handshake. (7)

Q: 3: How to dress up appropriately for every business occasion? (8)