

## Managing Your First Impression

### ASSESSMENT # 17

Total Marks: 30

Answer the following questions:

**Q: 1:** Short Questions (15)

- I. Why is confidence necessary for making a good first impression?
- II. Outline the different techniques for developing trusting relationships at the workplace.
- III. Describe the seven factors in dressing appropriately for every business occasion.
- IV. List some techniques for boosting confidence during first impressions at the workplace.
- V. What is a professional handshake?

**Q: 2:** Outline some tips for remembering names at the workplace. (7)

**Q: 3:** Describe the various factors that determine the message communicated by handshakes. (8)