

Terri Thompson Presents

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1. ON WHICH SHOULDER IS THE NAMETAG WORN?
 2. IF SOMEONE FORGETS TO INTRODUCE YOU, WHAT SHOULD YOU DO?
 - A. MOVE ON WITH THE CONVERSATION; THERE WILL BE A CHANCE LATER TO DO SO.
 - B. TELL YOUR FRIEND OR PARTNER THAT THEY FORGOT & TO PLEASE DO IT NOW.
 - C. SAY, "HI, I'M TERRI, IT'S NICE TO MEET YOU.
 - D. SAY NOTHING AND WALK AWAY.
 3. WHEN INTRODUCING SOMEONE TO A GROUP, IS IT APPROPRIATE TO SAY "HI EVERYONE, THIS IS SANDY NEIL?"
 4. IS THIS A PROPER INTRODUCTION? YOUR BOSS, MR. SMITH, ENTERS THE ROOM WHERE YOU ARE MEETING WITH A CLIENT, MR. JONES. YOU RISE & SAY, "MR. SMITH, I'D LIKE YOU TO MEET JIM JONES, MY CLIENT FROM IBM."
 5. WHEN ENTERING A CAB WITH A CLIENT, YOU POSITION YOURSELF SO THE CLIENT IS SEATED CURBSIDE.....T OR F?
 6. AT A PARTY OR EVENT INVOLVING FOOD & BEVERAGE, WITH WHICH HAND SHOULD YOU HOLD YOUR DRINK OR PLATE?
 7. WHAT IS THE PROPER TIME FRAME TO SEND A THANK YOU NOTE?
 8. WHEN YOU RECEIVE AN INVITATION TO A PARTY WITH AN RSVP, WHEN SHOULD YOU RSVP?
 - A. ANYTIME BEFORE THE PARTY.
 - B. ANYTIME BEFORE THE RSVP DATE.
 - C. AS SOON AS YOU KNOW IF YOU CAN ATTEND.
 - D. IT DOESN'T MATTER — RSVPING IS OUTDATED.
 9. WHEN SHAKING HANDS, A MAN SHOULD WAIT UNTIL A WOMAN EXTENDS HER HAND BEFORE HE EXTENDS HIS.....T OR F?
 10. A TWO-HAND SHAKE (CLASPING THE OUTSIDE OF THE GREETER'S HAND WITH YOUR FREE HAND) SIGNALS?
 - A. WARMTH
 - B. PRESUMPTUOUSNESS
 - C. INSINCERITY
 - D. INTIMACY
 11. WHO GOES THROUGH A REVOLVING DOOR FIRST?
 - A. THE VISITOR
 - B. THE HOST
 12. IS IT APPROPRIATE TO PASS OUT A BUSINESS CARD DURING A MEAL?
 13. THE MARK OF ANY GOOD CONVERSATIONALIST IS THE ABILITY TO _____, NOT THE ABILITY TO TALK.
 14. OPEN ENDED QUESTIONS ARE THE BEST CONVERSATION STARTERS....T OR F?
 15. T OR F....55% OF WHAT WE COMMUNICATE IS CONVEYED THROUGH OUR BODY LANGUAGE?
 16. WHEN VISITING IN A GROUP, MAKE EYE CONTACT WITH:
 - C. THE PERSON YOU ARE SPEAKING WITH AT THE TIME.
 - D. EVERYONE IN THE GROUP.
 - E. NO ONE IN PARTICULAR; YOU MAY LOOK "PAST" EACH PERSON.
 17. AT A BUSINESS LUNCH, WHEN IS IT PROPER TO BEGIN TALKING BUSINESS?
 - A. AS SOON AS THE FOOD IS ORDERED.
 - B. WHEN EVERYONE IS SEATED & HAS SAID HELLO.
 - C. WHEN EVERYONE HAS CHOSEN THEIR FOOD, BUT BEFORE THE ORDER IS

PLACED.

18. IS IT APPROPRIATE TO TELL A **BUSINESS ASSOCIATE** THAT THEIR ZIPPER IS OPEN (THEY HAVE FOOD IN THEIR TEETH, LIPSTICK IS SMUDGED, ETC.)?
19. IS IT NECESSARY TO FILL IN THE SUBJECT LINE OF AN **E-MAIL**?
20. WHEN **NETWORKING & CONVERSING**, WHICH OF THESE DOES NOT APPLY?
 - A. MOVE AROUND AND MINGLE WITH MANY PEOPLE.
 - B. SHOW AN INTEREST IN EVERY PERSON YOU VISIT WITH.
 - C. ASK FOR ADVICE FROM PROFESSIONALS THAT CAN HELP...MEDICAL, LEGAL, ETC.
 - D. MAKE OTHERS FEEL COMFORTABLE, VALUED AND INCLUDED.
 - E. SPEAK SLOWLY, CLEARLY AND MAKE SURE EVERYONE CAN HEAR YOU.
21. **FACEBOOK/TWITTER/LINKEDIN** AND OTHER ONLINE SITES ARE JUST LIKE NETWORKING IN PERSON.....T OR F?
22. YOU'VE INVITED POTENTIAL CLIENTS, **JIM, SARAH & SUSAN** TO LUNCH. WHEN THE CHECK ARRIVES, **JIM** INSISTS HE "PAY FOR THE LADIES". YOU:
 - A. COMPROMISE AND SUGGEST SPLITTING THE CHECK
 - B. SAY "I INVITED YOU AND I'M HAPPY TO BUY YOU LUNCH".
 - C. ARGUE BUT ACQUIESCE AND SAY "THANK YOU FOR BEING A GENTLEMAN; I'LL BUY NEXT TIME".
23. IT IS OK TO RETURN ALL **PHONE MESSAGES & E-MAILS** AT ONCE DURING THE DAY, UP TO TWO DAYS LATER.....T OR F?
24. WHEN IS IT APPROPRIATE TO TAKE A **CELL PHONE CALL** DURING LUNCH?
 - A. WHEN YOU EXCUSE YOURSELF AND TAKE THE CALL OUTSIDE.
 - B. WHEN THE CALL CONCERNS THOSE YOU ARE HAVING LUNCH WITH.
 - C. ONLY WHEN YOU MAKE THE CALL VERY BRIEF & APOLOGIZE TO YOUR LUNCH MATES.
 - D. NEVER.
25. YOU ARE HEADING OUT THE DOOR; WHO **HOLDS THE DOOR** FOR WHOM?
 - A. AN OLDER MAN HOLDS THE DOOR FOR A YOUNGER MAN OR LADY.
 - B. AN OLDER WOMAN HOLDS THE DOOR FOR A YOUNGER MAN OR LADY.
 - C. WHOEVER GOES FIRST HOLDS THE DOOR FOR OTHERS BEHIND HIM OR HER.
 - D. THERE IS NO OBLIGATION TO HOLD THE DOOR FOR ANYONE.