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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Period: \_\_\_\_\_\_\_ |

Workplace Behaviors

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| **1.** A set of values based on moral virtues of hard work and diligence **U** | **A.** Risqué websites |
| **2.** Websites witch includes sexual or improper content.  **A** | **B.** Time management |
| **3.** Worthy of trust ; reliable  **P** | **C.** Diversity |
| **4.** The quality or state if being on time or arriving early.  **D** | **D.** Punctuality |
| **5.** A settled way of thinking or feeling about someone or something , typically one that is reflected in a person’s behavior . **M** | **E.** Dress code |
| **6.** To send unsolicited electronic mail or text messages simultaneously to a number of email addresses or mobile phones.  **H** | **F.** Responsibility |
| **7.** Adherence to moral & ethical principles; soundness of moral character ; honesty.  **O** | **G.** Soft skills |
| **8.** The analysis of how working hours are spent & the prioritization of tasks in order to max personal efficiency in the workplace **B** | **H.** Spamming |
| **9.** A set of rules specifying the garb or type of clothing to be worn by a group or by people under specific circumstances.  **E** | **I.** Effort |
| **10.** Etiquette governing communication on the internet.  **N** | **J.** Communication |
| **11.** Being reprehensive of differences; having variety  **C** | **K.** Teamwork |
| **12.** How information is exchanged through speech, written text , or signs ( body language  **J** | **L.** Professionalism |
| **13.** Cooperative or coordinated effort on the part of group of persons acting together as a team or in the interest of a common cause . **K** | **M.** Attitude |
| **14.** Exertion of physical or mental power to work hard, determined attempt.  **I** | **N.** Netiquette |
| **15.** A code that governs the expectations of social behavior in a workplace , group , or a society.  **Q** | **O.** Integrity |
| **16.** The state or fact of being responsible ,answerable , or accountable for something within ones power control , or management  **F** | **P.** Dependability |
| **17.** The ability to use knowledge, facts, and data to effectively solve problems.  **T** | **Q.** Work etiquette |
| **18.** A highly skilled employee in all area that shows a high level and beyond basic requirements  **L** | **R.** Types of communication |
| **19.** Hard skills are teachable abilities that can be defined and measured  **S** | **S.** Hard skills |
| **20.** characterize your relationships with other people **G** | **T.** Problem solving |
| **21.** Verbal Listening Non-verbal Written visual  **R** | **U.** Work Ethic |