



THE MISSISSIPPI SCHOOL OF PROTOCOL & ETIQUETTE®

JUST FOR FUN

TAKE THE ETI-QUIZ

(Ages 18+)

1. In the business arena:
 - a.) only men should stand for handshaking and all introductions.
 - b.) only women should stand for handshaking and all introductions.
 - c.) it is not necessary for men or women to stand for handshaking or introductions.
 - d.) both men and women should stand for handshaking and introductions.

2. For easy reading, one's name badge should be worn
 - a.) on the left shoulder.
 - b.) on the right shoulder.
 - c.) on the left hip
 - d.) around one's neck

3. To show confidence and authority during a handshake, use
 - a.) the bone crusher.
 - b.) the limp fish.
 - c.) the glove.
 - d.) the fingertip holder.
 - e.) the web-to-web.

4. You are dining in a restaurant and you accidentally drop your fork on the floor, you
 - a.) pick it up, wipe it off, and use it anyway.
 - b.) pick it up, give it to the server, and ask him/her to bring you another one.
 - c.) leave it on the floor and ask the server to bring you another one.
 - d.) leave it on the floor and use your neighbor's fork while he's not looking.

5. You're at a table in a restaurant for a business dinner. Midway through the meal, you're called to the telephone. What do you do with your napkin?
 - a.) Take it with you.
 - b.) Fold it and place it to the left of your plate.
 - c.) Loosely fold it and place it on the right side.
 - d.) Leave it on you chair.

6. While seated next to someone at dinner, you notice the person on your left eating your bread from your bread plate, you
 - a.) tell him he made a mistake then you ask for your bread back.
 - b.) don't say anything and you eat from your other neighbor's bread plate.
 - c.) don't say anything and try to convince yourself that you didn't need that piece of bread anyway.
 - d.) ask the server for another roll and use the side of your dinner plate.

7. A woman's handbag, if it's small, can be placed on
 - a.) a desk.
 - b.) boardroom table.
 - c.) restaurant table.
 - d.) all of the above.
 - e.) none of the above.

8. You bite into a piece of meat that is tough and very difficult to chew, you
 - a.) pretend to wipe your mouth and deposit it into your napkin.
 - b.) use two fingers or your fork to remove it and place it on the edge of your plate or underneath a piece of parsley.
 - c.) swallow it and hope you don't choke.
 - d.) none of the above.

9. The best way to meet people and "work a room" is to
 - a.) head for the bar or the buffet immediately upon arrival.
 - b.) introduce yourself to two people who are deep in conversation.
 - c.) look confident, stand in the center of the room and wait for someone interesting to approach you.
 - d.) introduce yourself to groups of three or more.
 - e.) stick close to only those you know very well.

10. You're greeting or saying good-bye to someone. When's the proper time to shake their hand?
 - a.) When you're introduced.
 - b.) At their homes.
 - c.) At their office.
 - d.) On the street
 - e.) All of the above

Answers: 1-D, 2-B, 3-E, 4-C, 5-D, 6-C or D, 7-E, 8-B, 9-D, 10-E