Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interpersonal Skills Quiz**

1. Which of the following are desirable personal traits that help you do your job more effectively?
2. Arrogance, prejudice, and negative attitude
3. Reliability, self-esteem, and sociability
4. Both a and b
5. None of the above
6. Attributes of sociability include
7. Friendly and enthusiastic
8. Courteous and respectful of others
9. Having a sense of humor, even when the joke is on you
10. All of the above
11. Good self-awareness means that you
12. Are aware of your own strengths and weaknesses
13. Use your knowledge of yourself to continue developing
14. Both a and b
15. None of the above
16. Being an effective coworker includes
17. Respecting others
18. Making an effort to understand others
19. Communicating effectively
20. All of the above
21. You are showing respect to others if you
22. Are courteous and tolerate differences
23. Express your opinion emphatically without listening to others
24. Talk about people only when they are not present
25. None of the above
26. You show understanding of others by
27. Asking about others’ interests
28. Trying to see things from their points of view
29. Being open to suggestions and change
30. All of the above
31. Regarding communication skills, it is important to remember that
32. How well you listen is as important as what you say
33. If you do not communicate clearly, it may cause problems
34. Both a and b
35. None of the above
36. Valuing diversity means
37. Respecting differences in culture, religion, age, gender, and viewpoint
38. Looking beyond stereotypes
39. Both a and b
40. None of the above
41. Benefits of diversity include
42. Opening people to considering new ideas; leads to new discoveries
43. The way things have always been done is how they will continue
44. Making groups less likely to rely on old assumptions that might be wrong
45. Both a and c
46. In today’s increasingly diverse workforce, you will find all but which of the following?
47. Departments made up of people who look, think, and act alike in most circumstances
48. Multiple cultures and generations represented
49. Gender distinctions
50. People from different countries and backgrounds