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## The Etiquette Professionals

P.O. Box 6422

Fargo, ND 58109 USA

[www.EtiquetteProfessionals.com](http://www.EtiquetteProfessionals.com)

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Are your Etiquette skills a little rusty? We can help.  
Take our etiquette quiz and see how well prepared you are.

### Take our True/False Eti-quiz now

1. Name tags should be worn on the right shoulder.
2. The following is an example of a proper business introduction: Mr. Boss, please meet Mr. Client.
3. Thank-you notes can be sent anytime up to one month after the event.
4. When entering a cab with an important person, allow them to sit in the curbside seat.
5. A toast is presented in your honor. You smile, say thank-you and take a sip.
6. It is important to give your business card to everyone you meet.
7. It is acceptable to put your elbows on the table between courses or when no food is present.
8. It is acceptable to answer your cell phone in a business meeting as long as you keep it brief.
9. Fold your napkin and place it beside your plate when leaving the dinner table for a few moments.
10. You are in a restaurant and you drop a fork. Pick it up quickly and give it to the waiter.

## Find your answers here

1. **True,**  
Name tags should always be worn on the right shoulder. People read left to right, so it is only natural when looking for someone's name tag to look on their right shoulder first.
2. **False,**  
The client is always introduced first except when diplomats or members of clergy are involved in the introduction. In which case they would be introduced first. Example: Mr. Client I would like for you to meet Mr. Boss.
3. **False,**  
Thank-you notes should be sent within 24 hours after the event. Thank you notes should always be hand-written.
4. **True,**  
When entering a cab with an important person, allow them to sit in the curbside seat. This allows the client or important person to exit on the curb and not into traffic.
5. **False,**  
When a toast is presented in your honor, smile, but refrain from taking a sip.
6. **False,**  
Business cards should be given only to people requesting one or people who have shown a sincere desire to speak with you again at a later date.
7. **True,**  
It is acceptable to put your elbows on the table between courses or when no food is present. Avoid placing your elbows on the table during the meal.
8. **False,**  
It is un-acceptable to answer your cell phone in a business meeting. Your phone should either be left out of the meeting room or turned off during a meeting.
9. **False,**  
Place your napkin on your chair when leaving the table for a few minutes. Your napkin should only be placed on the table at the end of the meal.
10. **False,**  
You drop a utensil on the floor. Alert your waiter and ask for a new one. Avoid picking eating utensils up from the floor.

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