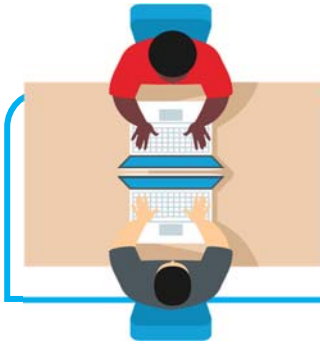


Name _____



Office Talk Tips

Directions: Read the blog post below about workplace small talk. Then answer the multiple-choice questions that follow.

Starting a new job can feel exciting but awkward. One of the easiest ways to connect with coworkers is through small talk. Professional small talk means keeping your topics light, friendly, and work-appropriate.

For example, asking someone how their weekend was or talking about a recent sports game can be great icebreakers. Sharing what you brought for lunch or talking about an upcoming work project also keeps the tone positive. But not every topic belongs in the workplace. Discussing family arguments, personal finances, or relationship problems can make others uncomfortable.

Remember, the key to good workplace conversation is thinking before you speak. Ask yourself, "Would I be comfortable talking about this in front of my boss?" If not, save it for a more private setting.

1. What is the main idea of this passage?
 - A. How to make friends outside of work
 - B. Why small talk is not important at work
 - C. How to talk about personal problems with coworkers
 - D. How to choose professional small-talk topics
2. Which of these would be an example of a professional workplace topic?
 - A. Complaining about your family
 - B. Discussing a recent sports game
 - C. Talking about your relationship drama
 - D. Sharing your money worries
3. What makes a topic "too personal" for the workplace?
 - A. It makes everyone laugh
 - B. It helps others get to know you
 - C. It might make others feel uncomfortable or awkward
 - D. It is about sports or food
4. According to the blog, which question helps you decide if a topic is appropriate?
 - A. "Would I say this in front of my boss?"
 - B. "Will this make my friends laugh?"
 - C. "Do I feel bored at work?"
 - D. "Will someone agree with me?"
5. Which topic would be better saved for a private conversation outside of work?
 - A. Favorite lunch spots nearby
 - B. Upcoming office event
 - C. Your best friend's breakup story
 - D. New work project ideas