

Name _____



Meeting Manners

Directions: Read each situation carefully and circle the letter of the best answer that shows polite and professional behavior when entering or exiting a workplace meeting.

1. You arrive a few minutes late to a team meeting. What should you do?
 - A. Walk in and start talking about what you missed.
 - B. Enter quietly, wait for a pause, and say, "Sorry for being late."
 - C. Interrupt and ask everyone to repeat what was said.
 - D. Skip the meeting since it already started.
2. You're entering a meeting where people are already discussing a project. What's the best way to join in?
 - A. Wave your arms to get attention.
 - B. Jump in and share your opinion right away.
 - C. Whisper to a coworker for an update.
 - D. Sit down quietly and listen until it's your turn to speak.
3. During a team discussion, you want to add an idea. What should you do first?
 - A. Wait for someone to pause before speaking.
 - B. Talk over your manager.
 - C. Tap the table until everyone looks at you.
 - D. Shout your idea from across the room.
4. The meeting is wrapping up, and you need to leave early for an appointment. What's the most respectful way to do it?
 - A. Stand up and leave without saying anything.
 - B. Interrupt to explain every detail about your appointment.
 - C. Quietly excuse yourself and thank the group before leaving.
 - D. Text someone to tell them you're leaving.
5. When entering a meeting room where people are greeting each other, what's a polite thing to do?
 - A. Ignore everyone and sit down.
 - B. Smile, make eye contact, and say "Good morning."
 - C. Ask loudly what the meeting is about.
 - D. Sit in the back and stay silent.

Meeting Manners

6. Your coworker finishes explaining a new project. You'd like to join the team. What should you say?

- A. "That sounds like a great project. Is there a way I can help?"
- B. "I guess I'll do it since no one else wants to."
- C. "Why didn't you ask me first?"
- D. "I'll take charge from now on."

7. When the meeting ends, what is a professional way to exit?

- A. Yell "Finally, we're done!"
- B. Rush out of the room without saying anything.
- C. Complain about how long it took.
- D. Say "Thanks, everyone. Have a good day."

8. You want to join a new department's meeting for the first time. What's a polite way to enter?

- A. Wait to be invited and introduce yourself briefly.
- B. Sit anywhere without speaking.
- C. Interrupt to say who you are.
- D. Tell everyone they need your help.

9. Your boss asks if anyone has final comments before ending the meeting. What should you do if you have nothing to say?

- A. Stay silent and respectful until it ends.
- B. Say something random to fill the silence.
- C. Leave before your boss finishes.
- D. Interrupt someone else's final comment.

10. You're leaving a group meeting but want to show professionalism. What's the best closing phrase?

- A. "Later!"
- B. "Good talk, but I'm out."
- C. "Thanks, everyone. I appreciate the discussion."
- D. "This was boring, see you next time."

