



Work Meeting Manners

Directions: Read the nonfiction passage carefully. Then answer the multiple-choice (A-D) questions that follow.

Workplace Meeting Etiquette

When people work together in a company, meetings are an important way to share ideas and make decisions. Following social norms during meetings helps everyone feel respected and heard. One of the most important rules is to listen when others speak. Interrupting or talking over someone can make coworkers feel ignored or frustrated.

Turn-taking is another key part of meeting etiquette. Many teams use a leader or a talking system to make sure everyone has a fair chance to share ideas. Good teammates wait patiently and speak clearly when it is their turn. This shows professionalism and respect for others' time.

Body language also plays a role in workplace communication. Making eye contact, sitting up straight, and nodding show that you are paying attention. Checking your phone or whispering can send the message that you are not interested. Respectful behavior builds trust and teamwork, which are important for success in any job setting.

1. What is the main purpose of the passage?
 - A. To explain how to run a business
 - B. To describe how to dress for work
 - C. To teach rules for respectful meetings
 - D. To give examples of fun workplace games
2. According to the passage, what can happen if you interrupt others during a meeting?
 - A. People might feel ignored or frustrated
 - B. The meeting will end early
 - C. Your boss will reward you for confidence
 - D. It helps make the meeting faster
3. Why is turn-taking important during meetings?
 - A. It allows one person to control the group
 - B. It keeps the leader from speaking
 - C. It makes meetings more competitive
 - D. It helps everyone share ideas fairly
4. What does good body language show during a meeting?
 - A. That you are bored
 - B. That you are paying attention and respectful
 - C. That you want to leave early
 - D. That you disagree with everyone
5. What does respectful behavior help build in the workplace?
 - A. Confusion and competition
 - B. Silence and disinterest
 - C. Trust and teamwork
 - D. Rules and punishment