

Name _____



Professional Praise

Directions: Read each situation carefully. Circle the letter of the best answer that shows how to give or receive a compliment appropriately in a professional setting.

1. Your coworker just finished leading a meeting that went very smoothly.
 - A. "You always make everyone look bad with how perfect you are."
 - B. "That was one of the clearest meetings I've attended. Great job!"
 - C. "I could have done it faster than you."
 - D. "You talk too much in meetings."
2. Your supervisor compliments your organization skills.
 - A. "It's about time someone noticed."
 - B. "That's because I'm better than everyone else."
 - C. "Whatever."
 - D. "Thank you, I've been working on that."
3. A coworker compliments your presentation slides.
 - A. "Thanks, I copied them from someone else."
 - B. "I guess they're fine."
 - C. "Thank you! I appreciate you noticing."
 - D. "They could have been better."
4. You want to compliment a teammate who solved a tough problem.
 - A. "You think you're so smart, don't you?"
 - B. "Good job staying calm and finding a solution. That helped everyone."
 - C. "That wasn't really a big deal."
 - D. "Why didn't you figure it out sooner?"
5. A manager praises your teamwork after a project.
 - A. "I couldn't have done it without my team. Thank you."
 - B. "Yeah, I always do everything anyway."
 - C. "I didn't really help that much."
 - D. "Can you say that again louder?"
6. You notice a coworker staying late to finish a task.
 - A. "You must really like working late."
 - B. "You're doing that wrong."
 - C. "Why are you still here?"
 - D. "You're so dedicated! That extra effort will make a big difference."