

Name _____



Professional Boundaries

Directions: Read the passage below about personal space in professional settings. Then answer the multiple-choice questions that follow.

Respecting Space At Work

When people enter the workplace, personal space becomes an important part of showing professionalism and respect. A firm handshake can be a friendly greeting, but it should be brief and appropriate for the situation. Standing too close to a coworker while talking can make them feel uncomfortable, especially in offices or shared spaces.

At a desk, personal boundaries include not touching another person's belongings or computer without permission. It is polite to knock before entering someone's office or cubicle, even if the door is open. During meetings, keeping a respectful distance and avoiding physical contact shows awareness and maturity. Understanding boundaries helps coworkers feel comfortable and valued, building trust and teamwork.

1. What is the main idea of the passage?
 - A. How to become friends with coworkers
 - B. How to decorate your workspace
 - C. Why personal space is important in the workplace
 - D. Why people should avoid talking at work
2. What should a handshake be like in a professional setting?
 - A. Short and friendly
 - B. Long and tight
 - C. Avoided completely
 - D. Done only with close friends
3. What is the polite thing to do before entering someone's office or cubicle?
 - A. Walk right in without saying anything
 - B. Knock or ask before entering
 - C. Move their items to make space
 - D. Wait outside silently until they leave
4. Which of the following behaviors shows respect for workspace boundaries?
 - A. Using a coworker's computer without asking
 - B. Standing too close to others while talking
 - C. Knocking before entering and keeping a polite distance
 - D. Interrupting people to ask questions
5. What happens when coworkers respect each other's personal space?
 - A. People become more competitive
 - B. People avoid working together
 - C. Everyone stops talking to each other
 - D. It helps build trust and teamwork