**BUSINESS ETIQUETTE**

**PROCEDURES**

### Overview

30-minute test administered during the NLC.

**Objective Test Competencies**: Proper Introductions and Direct Eye Contact; Public Speaking; Tables Manners and Dining Decorum; Cell Phone Etiquette; Texting and Social Media Protocol; Netiquette; Professionalism; International Customs and Etiquette

**Objective Test**

#### Objective Test Guidelines

* No materials may be brought to the testing site.
* Electronic devices must be turned off and out of sight.
* No calculators may be brought into the testing site; calculators will be provided.

### Preparation

**Competencies**

**Proper Introductions and Direct Eye Contact**

**Public Speaking**

**Tables Manners and Dining Decorum**

**Cell Phone Etiquette**

**Texting and Social Media Protocol**

**Netiquette**

**Professionalism**

**International Customs and Etiquette**