Workplace Etiquette – Evidence of Learning

Student: Keitumetsi M.
Module: Project Presentation
Term: 2
Lecturer: P. Inderlal

Assessment Summary

The following table provides evidence of my participation and performance in the **Workplace Etiquette** online assessment.
This assessment evaluated my understanding of professionalism, workplace communication, and appropriate behavior in professional environments.

SCO Title	Status	Score	Student's Response	Result	Time
Workplace Etiquette	Complete	100%	N/A	N/A	00:13:05
What should you do if you receive a work email with a rude or offensive tone?	Complete	0%	r	Correct	00:00:05
You have a meeting scheduled to start at 10:00 AM. What time should you arrive?	Complete	0%	1	Incorrect	00:00:01
How should you handle confidential information in the workplace?	Complete	0%	k	Correct	00:00:01
When is it acceptable to use your personal cell phone for non-work calls or texting at your desk?	Complete	0%	d	Correct	00:00:10
If you need to leave work early for a personal reason, what should you do?	Complete	0%	n	Correct	00:00:01
What should you do if you receive a work email with a rude or offensive tone?	Complete	0%	r	Correct	00:00:01
You have a meeting scheduled to start at 10:00 AM. What time should you arrive?	Complete	0%	1	Correct	00:00:01
How should you handle confidential information in the workplace?	Complete	0%	k	Correct	00:00:01
When is it acceptable to use your personal cell phone for non-work calls or texting at your desk?	Complete	0%	d	Correct	00:00:02

SCO Title	Status	Score	Student's Response	Result	Time
If you need to leave work early for a personal reason, what should you do?	Complete	0%	n	Correct	00:00:01

Evidence Interpretation

- This activity demonstrates my understanding of **professional workplace behavior and etiquette**.
- I learned how to handle confidential information responsibly, respond calmly to inappropriate communication, and manage personal behavior at work.
- The results show that I can apply professionalism, punctuality, and respect in a real-world office environment.

Verified by:

Lecturer: *P. Inderlal*
Date: *November 2025*