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| Key Terms | Answer | Definitions |
| Casual workdays | 2 | Workdays when companies relax the dress code policy |
| Courtesy | 7 | Exercising manner, consideration, and respect toward others |
| Dress code | 5 | An organization’s policy regarding appropriate workplace attire |
| Etiquette | 1 | A standard of social behavior |
| Executive presence | 4 | Having the attitude of an executive by demonstrating appropriate workplace behavior |
| Networking | 3 | Meeting and developing relationships with individuals outside ones immediate work area; the act of creating professional relationships |
| Respect | 8 | Holding someone in high regard |
| Work Wardrobe | 6 | Clothes that are primarily worn to work and work-related functions |

4.1

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| What you need to buy | Cost |
| Dockers Slim fit pants | $30 |
| Used Khaki pants | $5 |
| Belt | $15 |
| 3 button down shirts | $25 |
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| Total Cost | $75 |

Finding clothes at a discount can help spend money in more important areas like savings or date nights with my significant other. Both help build a stronger relationship.

4.2

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| Inappropriate Behavior | Why Behavior is inappropriate |
| Speaking loudly | This can be distracting and disruptive to surrounding families |
| Using cellphone | This is rude and can be upsetting to the people you are eating with. |
| I find patrons are more likely to be rude to employees at a fast-food restaurant. | This is inappropriate because the work they do is just as important and should not be diminished. |
| I don’t think I’ve seen anyone in groups offer to pay for anyone else. | If you are invited out by someone you should offer to pay the meal |
| And of course, burping and slurping drinks and playing with the straw | This again is rude because it can be seen as gross |

4.3

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| Areas of Improvement | Plan |
| 1. Introductions | I struggle with introducing myself, I need to work on approaching people and introducing my self |
| 2. Work Attire | Prior to the pandemic I was wearing shorts and t shirts to my office job. I’ve been recently wearing Button down shirts and slacks |
| 3. Hygiene | While working from home I found myself wearing deodorant less. I need work on getting back in the habit of remembering to put that on in the morning |