

Time spent	Amount attempted	Status
00:32:47	100%	Complete

  

SCO Title	Status	Score	Student's Response	Result	Time
Workplace Etiquette	Complete	80%	N/A	N/A	00:32:47
WORKPLACE_ETIQUETTE__What_should_you_do_if_your_receive_a_work_email_with_a_rude_or_offensive_tone__0	Complete	0%	r	Correct	00:00:00
WORKPLACE_ETIQUETTE__You_have_a_meeting_scheduled_to_start_at_10:00_AM__What_time_should_you_arrive__0	Complete	0%	9	Incorrect	00:00:00
WORKPLACE_ETIQUETTE__How_should_you_handle_confidential_information_in_the_workplace__0	Complete	0%	k	Correct	00:00:00
WORKPLACE_ETIQUETTE__When_is_it_acceptable_to_use_your_personal_cell_phone_for_non-related_calls_and_texting_at_your_desk__0	Complete	0%	d	Correct	00:00:00
WORKPLACE_ETIQUETTE__If_you_need_to_leave_work_early_for_a_personal_reason__what_should_you_do__0	Complete	0%	n	Correct	00:00:00

## Reflection on My Learning Experience in Workplace Etiquette

Learning about Workplace Etiquette has been an important part of my personal and professional growth. This topic helped me understand how to behave respectfully and professionally in a work environment. I now realize that good manners and a positive attitude are just as important as skills and knowledge.

### Understanding Workplace Etiquette

I learned that workplace etiquette means showing respect, being polite, and following the rules and expectations of the workplace. It includes how I talk to others, how I dress, how I manage time, and how I handle problems at work. These small actions make a big difference in how others see me.

### Respect and Teamwork

This lesson taught me how important it is to respect my coworkers, supervisors, and clients. Treating everyone kindly and fairly builds a healthy work environment. I also learned that teamwork means listening, helping, and working well with others, even when we have different opinions.

### Professionalism and Communication

I now understand the value of being on time, completing tasks properly, and speaking professionally. Saying “please” and “thank you,” using the right tone, and listening carefully are all part of good communication in the workplace.

### Handling Conflict and Feedback

Workplace etiquette also includes how I deal with challenges. I learned that if I face a disagreement or receive feedback, I should stay calm, respectful, and open to learning. This helps build trust and shows that I am mature and responsible.

### Creating a Positive Image

Good workplace behavior helps create a strong and positive impression. Employers notice people who are respectful, reliable, and easy to work with. I now feel more prepared to behave in a way that reflects well on me and the organization I work for.

