

December Quiz
HOLIDAY MANNERS

At this wonderful time of the year, it can be fun to relax, meet new people, and catch up with old friends. But learn to behave with confidence when you party.

- 1. When invited to the company holiday party:**
 - A. Always attend.**
 - B. Decide whether to attend or not.**
 - C. Use this invitation as an opportunity to socialize with the boss.**

- 2. A married couple sending holiday cards should sign with:**
 - A. The woman's name first.**
 - B. The husband's name first.**
 - C. First, the name of the person who has the strongest relationship with the party receiving the card.**

- 3. When you receive an invitation to a holiday party, RSVP:**
 - A. Only if you are not attending.**
 - B. As soon as you receive the invitation.**
 - C. By phone.**

- 4. If introduced to someone while seated:**
 - A. Stand only if you are a man being introduced to a woman.**
 - B. Remain seated.**
 - C. Always stand, regardless of whether it's a man or woman.**

- 5. If you have accepted an RSVP but can't attend:**
 - A. Call after the party to apologize.**

- B. Send a note after the party to explain.**
 - C. Call and withdraw as soon as your plans change.**
- 6. If someone gives you a gift during the holiday season:**
- A. Respond with a similar gift.**
 - B. Give one back that is of equal value, at least.**
 - C. Don't feel obligated to give a gift in return.**
- 7. If at your company party you are honored with a toast:**
- A. Raise your glass along with the others and take a sip.**
 - B. Accept the toast simply with a smile.**
 - C. Return with a toast while remaining seated.**
- 8. A good choice for a gift to bring the hostess is:**
- A. Flowers.**
 - B. Gourmet food items.**
 - C. Alcohol.**
- 9. The most effective social conversation:**
- A. Focuses on other people.**
 - B. Includes a lot of personal information.**
 - C. Exudes your self-confidence.**
- 10. A great way to socialize with strangers is to:**
- A. Seek out people standing alone.**
 - B. Find people you know to start a conversation.**
 - C. Go to the buffet table where you can begin small talk about the food.**

ANSWERS:

(Each correct answer is worth 10 points.)

1. A. Not attending the company party could be a career-killer. Your no-show might be perceived as showing disrespect for the company and its employees.
2. A. The correct way for married couples to sign their name is Sally and John Doe. The man's name should not be separated from his last name.
3. B. The sooner guests send their RSVP, the sooner the hostess can make plans for the party.
4. C. Both men and women should stand whenever possible during introductions.
5. C. Calling even at the last minute is better than doing so after the event. The hostess may need to adjust the headcount.
6. C. It's a nice gesture to return with a gift, but it is not an obligation. For example, you do not have to give a return gift to a boss you don't know very well.
7. B. If you are on the receiving end of a toast, just nod and smile in appreciation. Don't drink to yourself. If you want to give a toast in return, stand and address the others afterward or later in the meal.
8. B. Don't bring anything to a party that the hostess has to fuss to use immediately, like flowers. In addition, some people don't drink alcohol. Food items that can be used at a later date are a safe bet.
9. A. Don't be a bore and talk about yourself all evening. Ask others about themselves, and they'll think you're a brilliant socializer.
10. A. Those who came to the event alone probably are feeling uncomfortable engaging others. Be a good guest and break the ice for both of you.

QUIZ SCORING

IF YOU SCORE:

80-100: You know your holiday etiquette. Enjoy the season.

60-70: Take cues from good socializers — and this quiz.

Below 60: Get out there and socialize this holiday to practice these tips.