

Multiple Choice

Q. At a professional event the speaker invites questions or comments from the floor. You have some very useful and relevant information. Do you?

- a. Keep quiet and say nothing
- b. Tell the person sitting next to you
- c. Put your hand up and share your knowledge

Multiple Choice

Q. Why does personal space matter in a social setting?

- a. Limits or extends the number of people you can meet
- b. Freedom of movement
- c. Signal of sociability
- d. Can isolate you or others

A. all of the above

Multiple Choice

Q. Where is it appropriate to touch someone you have just met for the first time?

- a. Upper arm
- b. Hand
- c. Shoulders
- d. Top of the head

Multiple Choice

Q. Under what circumstances would you give out a business card?

- a. To show how important you are
- b. To reciprocate
- c. To facilitate future communication
- d. To let others know who you are and what you do

A. all of the above except for a

Multiple Choice

Q. What is the best way to keep a record of possible networking contacts?

- a. don't keep a record
- b. have a good memory
- c. Write details on the back of their business cards and keep the cards to hand

Multiple Choice

Q. Which of these questions would it be appropriate to ask of someone of business significance who you met socially?

- a. How much do you earn?
- b. What do you like best about what you do?
- c. What's the parking like?

Multiple Choice

Q. You are going to an event in 2 weeks time that you know your industry heroes will be attending. What do you take?

- a. Old CV's
- b. Updated CV's
- c. Copy of your portfolio
- d. Glossy promotional leaflets about you

Multiple Choice

Q. You meet a good professional contact through Facebook (or a similar on-line networking tool). Which of the following personal details is it appropriate to raise in your on-line discussions?

- a. Age and marital status
- b. Last time you got drunk
- c. Work aspirations
- d. Children's names

A. c This is an issue not only of inappropriate intimacy with a business contact, but also of privacy and data protection.

Multiple Choice

Q. You are in a restaurant on a Saturday night and you see someone you had previously given your business card to but who has not responded to two emails from you. What do you do?

- a. Ignore them
- b. Nod and smile but continue with your meal
- c. Follow them to the toilets
- d. Make eye contact and if they smile go over and re introduce yourself

A. d

Multiple Choice

Q. When is the best time to follow up a contact:

- a. within an hour of meeting
- b. the next day
- c. a year later when you find the business card

Multiple Choice

Q. After a professional event where you were confused by some of the terminology what do you do?

- a. Decide not to bother going to anymore
- b. Do nothing about gaining clarity but decide to keep going
- c. Make contact with someone you met and ask them for help?

Multiple Choice

Q. You are at a networking professional event and you do not understand an informal presentation.

What do you do?

- a. Hold up your hand and ask the speaker to 'translate'
- b. Do nothing
- c. Whisper to the person next to you
- d. Wait until the end of the presentation and ask the presentors

Multiple Choice

Q. You got on really well at your first meeting with a new professional contact. Do you:

- a. Hug them as you are leaving
- b. Invite them out for a drink with your mates
- c. Shake hands, tell them you enjoyed meeting them and hope to do it again soon

Multiple Choice

Q. This is your first time at a professional gathering.

Do you?

- a. Keep silent
- b. Mutter audibly about the poor quality of the discussion
- c. Briefly introduce yourself and then give an appropriate and valuable piece of information
- d. Interrupt the discussion to introduce yourself

Multiple Choice

- Q.** You are at a networking event where everyone is standing in a circle with a drink and chatting. A colleague in a wheel chair joins the opposite side of the circle to you who asks you a question. Do you:
- a. Shout the answer loudly from where you are because he might be deaf too
 - b. Not move but answer normally
 - c. Move towards your colleague and when standing nearby answer the question

Multiple Choice

Q. How much should you reveal about yourself when first meeting a professional contact?

- a. personal hobbies
- b. names of your children
- c. why you left your last job
- d. your job aspirations

A. d) is the obvious choice, the others are best left to be led by the contact and kept very brief. You want the contact to see you as a professional – any other aspects of your life are a distraction

Multiple Choice

- Q. How could you best prepare for a networking / professional event**
- a. update your CV
 - b. produce a DVD of your life
 - c. buy a new suit
 - d. make sure your existing suit is clean and pressed

Multiple Choice

Q. What networks do you already have?

- a. Friends
- b. Relatives
- c. Friends of relatives
- d. Student friends
- e. Member of relevant professional association

A. all are good and the more you have the better your chances of finding what you need

Multiple Choice

- Q. What is networking?**
- a. Making contact with people you already know and people you don't know
 - b. Information sharing
 - c. A process to continue throughout your working life

A. all are true

Multiple Choice

Q. When looking for a new professional job which of the following will be most useful to you?

- a. Relevant trade paper
- b. Talking to colleague
- c. Contradict prospective employer
- d. Contacting professional bodies

A. Depends on the individual and the professional sector

Multiple Choice

Q. In a networking situation someone else is dominating the conversation. Which of these would you do:

- a. Give them a really hard stare
- b. Talk over them
- c. Attempt to engage the key target in another topic

Multiple Choice

- Q. When given a business card what is the best thing to do with it?**
- a. File away in your wallet
 - b. Write memorable details on the back of the card
 - c. Keep it for a couple of weeks then throw it away