

ASSESSMENT
Technology at Work
Smartphone Etiquette

Name _____

Per. _____ Date: _____

Select the best answer:

1. All places of work have

- a. free coffee.
- b. an established work etiquette.
- c. break rooms.
- d. All of the above.

2. Success at work is determined by

- a. your looks.
- b. how cool you are.
- c. how well you are able to follow the workplace etiquette.
- d. how well you follow peer pressure.

3. The introduction of technology has led to the importance of employees

- a. being tech geniuses..
- b. understanding the correct etiquette with using technology.
- c. learning all computer programs.
- d. having their own smartphone.

4. Studies have shown when smartphones are taken away from people, most people

- a. have separation anxiety.
- b. can live without their phone.
- c. lose their attachment to it.
- d. None of the above.

5. The average number of texts per month sent by young adults are about

- a. 500
- b. 1000
- c. 1500
- d. 2000

6. The first thing you should do before entering work is

- a. turn your smartphone phone down a little.
- b. silence it.
- c. change to ringtone to something smooth.
- d. None of the above.

7. During work hours you shouldn't

- a. send texts.
- b. answer your phone.
- c. read texts.
- d. All of the Above.

8. To minimize problems, let your friends and family know you _____ at work.

- a. will answer all calls.
- b. can only read texts and not answer calls.
- c. follow technology etiquette.
- d. will answer their texts in the bathroom.

9. You are allowed to take pictures at work

- a. during your break.
- b. When you see something funny or interesting.
- c. only when you have permission from the boss and people you are taking a picture of.
- d. never.

10. You are allowed to answer your phone at work

- a. when you think it may be important.
- b. when nobody is looking.
- c. when work is slow.
- d. when you have gained permission for the boss.

True or False

11. _____ In the last decade, there has been a large rise in the number people being disciplined and even fired due to improper use of technology at work.
12. _____ Most workplaces don't have smartphone etiquette.
13. _____ Because of a strong attachment and emotion to our phones, it is wise to take certain precautions with them at work.
14. _____ If you are tempted to use your smartphone, it is recommended that you keep your phone locked in your car or in a work locker,
15. _____ It is O.K. to check the time on your cellphone at work.
16. _____ In case of emergency, give family and friends your work number in which they can reach you if they really need to.
17. _____ If you have been given permission to answer a very important phone call, make sure to answer the call away from customers and other employees.

Answer each question below:

18. *What does technology etiquette mean?*

19. *In your own words, explain why it is important to follow smartphone etiquette in the work place.*

Answer Key

Assessment Technology at Work Smartphone Etiquette	1. B 2. C 3. B 4. A 5. D 6. B 7. D 8. C 9. C 10. D 11. T 12. F 13. T 14. T 15. F 16. T 17. T
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