

MANNERS IN THE WORKPLACE

Complete the following sentences on manners in the workplace.

1. Keep your personal life and
2. Don't.....
3. If two workers are arguing.....
4. If you ever lose your temper.....
5. Don't ask about a co-worker's.....
6. If a co-worker asks a question that you don't wish to answer.....
7. Should you hear a choice bit of scandal or interesting rumour.....
8. Remember workplace conversations may be overheard so.....
9. Don't listen to
10. Don't be afraid to say.....