

Certified Etiquette Professional Practice Test Questions and Answers

1. What is the proper way to introduce a younger person to an older person in business etiquette?

- A) Introduce the older person to the younger person first
- B) Introduce the younger person to the older person first
- C) Age doesn't matter in business introductions
- D) Let them introduce themselves

2. When dining formally, which piece of silverware should you use first?

- A) The one closest to your plate
- B) The one furthest from your plate
- C) Any piece you prefer
- D) Start from the center and work outward

3. What is the appropriate response time for replying to a formal written invitation?

- A) Within 24 hours
- B) Within one week
- C) Within 48 hours
- D) By the RSVP date specified

4. In professional settings, who should initiate a handshake?

- A) Always the younger person
- B) The person of higher rank or status
- C) The person who arrives first
- D) It doesn't matter who initiates

Answers: 1-B 2-B 3-D 4-B

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