**SCMOOZING ASSIGNMENT**

**DIRECTIONS:** Please read the following article (<http://breitlinks.com/careers/career_pdfs/Etiquette.pdf>) and answer the following questions, by typing your answers within the document below. Once complete, email the paper in to the teacher with a heading of schmoozing.

NAME:

1. In this article, it discusses the importance of “Having a sincere interest in people”. What does that mean to you? (Explain below)
2. What is the importance of being able to develop interpersonal relationships through honest and sincere small talk? (Explain below)
3. The article discuss topics that should not be discussed when schmoozing, like discussing politics or religion. In the area below, explain to me a time when you opened a line of discussion that may have not been an appropriate use of schmoozing. Then explain to me how you could correct this in the future to not make the same mistakes with explanations.
4. In the Schmoozing suggestions area, the writer speaks of multiple ways to prepare for an event in which you will attend and how to best prepared for honest small talk. In the area below, choose 3 or more of these items and explain to me how they would be useful for you in the future using examples.
5. Why is it important to develop strong listening skills? How would this benefit not only you, but also the person you are speaking to? Explain
6. In the grooming tips area, explain to me at least 2 items that you learned that you currently do not do and how you will use these in the future.
7. In the business etiquette section, there are numerous tips for success. Please choose the top 10 things you would use to benefit yourself and explain why your top 3 choices were so important to you.