

Hempstead High School

CAREER FIN MGNT: Section 92

Lesson 42: Social Media

Due Date: **December 28, 2024**

Instructor: **Merrill Kazanjian**

Name: _____

Score: / 100

Question 1

/1

What is the primary purpose of email etiquette as described in the text?

- To ensure clarity and respect in communication
- To promote social networking
- To enhance personal relationships
- To increase the length of emails

Question 2

/1

Why is the subject line of an email considered important?

- It sets the tone and purpose of the email.
- It should be written in all capital letters.
- It is a place for jokes.
- It can be left blank.

Question 3

/1

What is a potential drawback of social networking in the workplace?

- Improved communication
- Distractions during work hours
- Enhancing teamwork
- Access to professional development

Name: _____

Question 4

/1

How can social networking platforms benefit remote teams?

- By fostering communication and collaboration regardless of location
- By encouraging non-work-related content
- By providing a space for personal discussions
- By eliminating the need for emails

Question 5

/1

What is the risk associated with sharing sensitive information on social media?

- It can lead to data breaches.
- It is always beneficial.
- It can enhance workplace relationships.
- It has no impact on privacy.

Question 6

/1

What is the primary function of a blog as described in the text?

- To serve as an online journal for publishing content
- To promote television shows
- To share personal opinions only
- To replace emails in professional communication

Name: _____

Question 7

/1

According to the text, what should organizations establish for effective texting and instant messaging in the workplace?

- A complete ban on all digital communication
- Policies encouraging personal conversations
- Guidelines for professionalism and tone
- Unlimited use of emojis

Question 8

/1

Which statement best describes the purpose of podcasts?

- They are designed for quick updates only.
- They are digital audio programs covering various topics.
- They are used exclusively for marketing purposes.
- They are similar to blogs but only in written form.

Question 9

/1

What challenge does social networking pose in relation to personal and professional boundaries?

- It can blur the lines between personal and professional lives.
- It eliminates the need for professional behavior.
- It helps maintain clear boundaries.
- It promotes only professional interactions.