



Dos and don'ts

Below are a few examples of professionalism in the workplace. Cut them out and sort them into do's and don'ts.



Interrupt or
talk over the
person
speaking



Arrive to work
promptly and
on time



Share
negative
posts about
the workplace



Wear
pyjamas
to work



Be polite
and use
appropriate
language



Listen to the
person
speaking



Swear or be
rude to
others



Share positive
posts on
social media



Wear clean
and
appropriate
clothing



Regularly
arrive to
work late



Dos and don'ts

Can you sort them into the correct category?

DO	DON'T