



Name of the Bundle	Basic Bundle	Subject	Communicative English & Soft Skills
Topic	Professional Dress Code and Personal Grooming	Last updated on	23 April 2024

Multiple Choice Questions (MCQ) on Professional Dress Code and Personal Grooming:

1. What is the primary purpose of a professional dress code?
 - a. To restrict personal expression
 - b. To encourage creativity
 - c. To promote a positive and polished image
 - d. To make employees uncomfortable

Ans: c. To promote a positive and polished image

2. Which of the following is generally considered inappropriate in professional dress code for men?
 - a. Collared shirts
 - b. Tailored suits
 - c. Neutral-coloured ties
 - d. T-shirts with offensive slogans

Ans: d. T-shirts with offensive slogans

3. Why is personal grooming important in a professional setting?
 - a. It has no impact on professional success
 - b. It reflects attention to detail and professionalism
 - c. Personal grooming is solely a personal choice
 - d. It encourages a casual and relaxed atmosphere

Ans: b. It reflects attention to detail and professionalism

4. What is a common guideline for appropriate footwear in a professional environment?
 - a. Open-toed sandals
 - b. Sneakers
 - c. Closed-toe shoes in good condition
 - d. High-heeled boots

Ans: c. Closed-toe shoes in good condition



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5. What should be encouraged when it comes to the professional dress code in most workplaces?
- Modesty in clothing
 - Clothing that is too tight or revealing
 - Bold and vibrant colours
 - Expressive and unique accessories

Ans: a. Modesty in clothing

6. How does a professional dress code contribute to a positive work environment?
- By limiting individuality
 - By fostering a sense of unity and respect
 - By encouraging competition
 - By promoting a casual and relaxed atmosphere

Ans: b. By fostering a sense of unity and respect

7. What role does personal grooming play in building professional relationships?
- It is irrelevant to professional relationships
 - It can positively influence the first impression
 - It only matters for external-facing roles
 - Personal grooming has no impact on relationships

Ans: b. It can positively influence the first impression

8. Which of the following is a suitable guideline for appropriate makeup in a professional setting?
- Dramatic and bold makeup looks
 - Subtle and natural makeup
 - No makeup at all
 - Glittery and flashy makeup

Ans: b. Subtle and natural makeup



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9. How does dressing professionally impact self-confidence in a workplace?

- a. It has no impact on self-confidence
- b. It can boost self-confidence and create a positive self-image
- c. It makes individuals feel uncomfortable
- d. Self-confidence is solely dependent on personality traits

Ans: b. It can boost self-confidence and create a positive self-image

10. What is considered as an appropriate footwear for a professional dress code?

- a. Sneakers
- b. Flip-flops
- c. Loafers
- d. Sandals

Ans: c. Loafers

11. Which of the following is generally NOT acceptable in a professional setting?

- a. Sleeveless tops
- b. Collared shirts
- c. Turtleneck sweaters
- d. Polo shirts

Ans: a. Sleeveless tops

12. In a business formal dress code, what is the preferred colour for a suit for men?

- a. Bright red
- b. Navy blue or charcoal grey
- c. Pastel pink
- d. Olive green

Ans: b. Navy blue or charcoal grey

13. Which of the following is a key consideration while choosing a professional attire?

- a. Flashy and attention-grabbing
- b. Comfort over style
- c. Modesty and appropriateness
- d. Matching with coworkers' outfits

Ans: c. Modesty and appropriateness



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14. Which accessory is usually acceptable for both men and women in a professional setting?

- a. Statement necklace
- b. Large hoop earrings
- c. Simple wristwatch
- d. Nose ring

Ans: c. Simple wristwatch

15. What is the recommended length for skirts or dresses in a professional environment for women?

- a. Mini-skirt length
- b. Knee-length or longer
- c. Mid-thigh length
- d. Ankle-length

Ans: b. Knee-length or longer

16. Which of the following grooming practices is generally acceptable in a professional setting?

- a. Visible tattoos
- b. Well-groomed and clean nails
- c. Unkempt hair
- d. Heavy perfume or cologne

Ans: b. Well-groomed and clean nails

17. Which of the following is a key element in professional personal grooming?

- a. Unkempt and messy hair
- b. Well-maintained and clean nails
- c. Strong and overpowering perfume
- d. Excessive use of flashy accessories

Ans: b. Well-maintained and clean nails



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18. What type of tie is considered appropriate in a conservative professional setting for men?

- a. Bow tie
- b. Novelty tie with cartoons
- c. Solid-coloured or subtle-patterned silk tie
- d. No tie required

Ans: c. Solid-coloured or subtle-patterned silk tie

19. In a business casual environment, what is generally acceptable for men instead of a full suit?

- a. T-shirt and jeans
- b. Polo shirt and khakis
- c. Hoodie and sweatpants
- d. Hawaiian shirt and shorts

Ans: b. Polo shirt and khakis

20. Which items would be considered "not acceptable" as professional dress?

- a. Wrinkled clothes
- b. Neon colour dress
- c. Pale colour attire
- d. Proper colour choice of dress

Ans: c. Pale colour attire

21. Why is it important to follow a professional dress code during client meetings?

- a. Clients prefer casual attire
- b. It helps establish credibility and trust
- c. It doesn't impact client relationships
- d. Casual attire is more comfortable

Ans: c. It helps establish credibility and trust

22. What is an essential aspect of personal grooming in the workplace?

- a. Wearing heavy perfume
- b. Neat and clean attire
- c. Loud accessories
- d. Excessive makeup

Ans: b. Neat and clean attire



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23. Which of the following is a key element of a professional grooming routine for men?

- a. Unkempt beard and moustache
- b. Well-trimmed and groomed facial hair
- c. Long and dirty fingernails
- d. Wearing strong perfume or cologne

Ans: b. Well-trimmed and groomed facial hair

24. Why is maintaining good personal hygiene important at work?

- a. To impress colleagues with unique scents
- b. To promote a healthy work environment
- c. To save time in the morning routine
- d. To create distractions in the workplace

Ans: b. To promote a healthy work environment

25. How can you maintain good posture as part of personal grooming?

- a. Slouching and crossing arms
- b. Sitting or standing up straight
- c. Hunching over electronic devices
- d. None of the above

Ans: b. Sitting or standing up straight

26. The main purpose of personal grooming is _____.

- a. to distract colleagues with flashy accessories
- b. to create a positive impression and build confidence
- c. to spend excessive time on personal appearance
- d. ignore the colleague

Ans: b. to create a positive impression and build confidence

27. What is the primary purpose of personal grooming?

- a. Entertainment
- b. Hygiene
- c. Fitness
- d. Socializing

Ans: b. Hygiene



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28. What does dressing appropriately in personal grooming signify?

- a. Following trends blindly
- b. Respecting oneself and others
- c. Ignoring personal style
- d. Expressing rebellion

Ans: b. Respecting oneself and others

29. In order to catch the eye of an interviewer, what should be preferred?

- a. Wear shiny jewelry or chains
- b. Have funky make up
- c. Get dressed up in expensive clothes
- d. Formal fit-in

Ans: d. Formal fit-in

30. What is the best preferred dress to wear in a corporate setting?

- a. Business formals
- b. Semi formals
- c. Informal clothes if it is with known business contacts
- d. Depends on one's own comfort

Ans: a. Business formals

31. When do people typically form their impressions on us?

- a. In the first 20-30 seconds
- b. After our greetings and once we settle down
- c. After a direct and detailed conversation
- d. Impressions are not formed by people

Ans: a. In the first 20-30 seconds

32. Which is NOT preferred in shirts (for men)?

- a. Buttoning up till your collar button
- b. Wearing full sleeves always
- c. Wearing checks and dark patterns
- d. Wearing plain shirts of light colour

Ans: c. Wearing checks and dark patterns



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PONNUSAMY NAGAR, SALEM ROAD(NH-44), NAMAKKAL - 637003. TAMILNADU.
Mobile: 9942099122, 9942099109, Web: www.selvamtech.edu.in

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33. Which of the following should women avoid?

- a. Formal collared shirt with trousers
- b. Salwar
- c. Skirts
- d. Embroidered sarees

Ans: d. Embroidered sarees

34. What is most preferred for women in terms of footwear?

- a. Colourful sandals
- b. Pronounced heels
- c. White coloured sandals
- d. Black/brown pair

Ans: d. Black/brown pair