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# **Q&A**

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**Exam** : **SD0-401**

**Title** : Service Desk Foundation  
Qualification

**Version** : Demo

1.What is the best reason for using a standard greeting when answering telephone calls?

- A. Using a standard greeting complies with Service Desk standards.
- B. Using a standard greeting ensures consistent service.
- C. Using a standard greeting makes the customer feel humble.
- D. Using a standard greeting prevents individuals developing their own greetings.

**Answer: B**

2.What is a best practice for demonstrating personal accountability in your work.?

- A. Blame others for mistakes.
- B. Never admit that you made a mistake.
- C. Perform your duties in a manner that meets with company policy.
- D. Work according to your mood.

**Answer: C**

3.What is a best practice to follow when documenting an Incident?

- A. Always take a break before you write anything down.
- B. Avoid making negative references about the customer in the documentation.
- C. Make sure that others know how the customer treated you by documenting the interaction.
- D. Use emoticons to communicate the personality of a customer.

**Answer: B**

4.What factor is most important in determining the priority of an Incident?

- A. The caller connection to the Service Desk.
- B. The caller emotional state.
- C. The Incident impact on the business.
- D. The Incident impact on the Service Desk.

**Answer: C**

5.What is a benefit of teamwork?

- A. Better time management.
- B. Higher employee morale.
- C. Improved conformity.
- D. Increased competition.

**Answer: B**

6.What is a best practice for reducing conflict?

- A. Agree with the customer.
- B. Interject your opinion into the conversation.
- C. Let the customer know that you are in charge.
- D. Show the customer respect.

**Answer: D**

7.What information must be logged for every Incident?

- A. A corrected version of the customer description of the Incident.

- B. A note about the customer preferred deskside technician.
- C. Any commitments made to the customer.
- D. Your opinion about the customer technical expertise.

**Answer: C**

8. Which statement best describes a good leader?

- A. Good leaders demonstrate absolute control over their teams.
- B. Good leaders do not need to offer incentives.
- C. Good leaders encourage initiative.
- D. Good leaders make all the decisions for their staff.

**Answer: C**

9. When you have a call that cannot be resolved, what is the last step you will take prior to disengaging from the customer?

- A. Confirm the details provided by the customer.
- B. Determine the priority of the incident.
- C. Set the customer expectation for the next contact.
- D. Verify the customer eligibility for service.

**Answer: C**

10. What is the best description of your role in supporting customers?

- A. Avoid confrontation at all costs.
- B. Deliver consistent, high quality support.
- C. Escalate calls as appropriate.
- D. Minimise talk time.

**Answer: B**

11. Your help desk/Service Desk wishes to become a model for best practice, what is one of the main sources of excellent information and advice to help achieve this?

- A. A web master magazine.
- B. Senior management meetings.
- C. Knowledge Centred Support.
- D. The marketing department.

**Answer: C**

12. What is the best way of using silent time effectively?

- A. Build a rapport with your customer.
- B. Check your e-mail.
- C. Identify the best time for your break.
- D. Write an e-mail to a colleague.

**Answer: A**

13. Which of the following techniques is the best one for reducing and eliminating conflict during a call?

- A. Match the customer attitude.

- B. Refrain from interrupting the customer.
- C. Stop using the customer name.
- D. Tell the customer you feel sorry for them.

**Answer: B**

14.What type of question will best encourage a customer to talk more about their Incident?

- A. Closed questions.
- B. Open questions.
- C. Technical questions.
- D. Personal questions.

**Answer: B**

15.Which is a common physical symptom of stress?

- A. You are more susceptible to colds.
- B. You rarely take lunch breaks.
- C. You work longer hours.
- D. Your colleagues all seem busy.

**Answer: A**