The Office Chronicles

# Getting ready

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"The story begins as your character prepares for work. Your character gets dressed in the full-length mirror and notices clothing, hair, and other distinguishing features. Meanwhile, your character worries about how he or she will fit in since he or she is peculiar or extraordinary in some way.  Describe the morning using interior monologue as if the events are happening now."

* Describing clothes and appearances
* Expressing worries and doubts
* Thinking out loud

# A difficult first day

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The story continues as your character, a new employee, arrives at work. A colleague gives you directions to your new workstation. Navigate the institution, meet your colleagues, and explore your new work environment. When you arrive at your workstation, a colleague makes an insulting comment. Your response was perfect!

* Giving directions
* Greeting colleagues
* Describing workplaces

# Friendship on the Rocks

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"In the midst of a heated meeting, your closest ally at work disagrees with you on a crucial point. Use interior monologue to explain the internal turmoil this causes, the confrontations that follow, and how this impacts your relationship. Explore the changes you both undergo, and the lessons you learn about trust and professionalism."

* Expressing disagreement
* Expressing frustration and resentment
* Asking for compromise

# Unlikely Alliances

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"You have been given a difficult task, one that requires you to work closely with a colleague you dislike. Write about your initial reluctance, the struggles you face in the process, and how you both overcome personal differences to accomplish the goal."

* Expressing likes and dislikes
* Describing events in progress
* Describing thoughts that lead to compromise

# A new product or service

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"The entire team has been waiting for the announcement of new products or services. You have been picked to explain it to the rest of the team. Describe how you felt before your presentation. Then, present your topic."

* Saying what someone says
* Expressing uncomfortable feelings
* Describing a field-related product or service

# A Secret Shared

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"A colleague confides in you about a serious personal issue. Write about your response, the struggle to maintain professionalism while providing personal support, and how this secret affects your relationship and your perspective on the office environment."

* Saying what someone says or asks
* Asking for confidentiality
* Talking about personal boundaries

# Taking a Stand

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"Write about a situation where you have to stand up for a colleague who is being unfairly treated. Discuss the fear and uncertainty, the backlash you face, and how this impacts your role within the office."

* Describing what someone has been doing
* Talking about what is fair and just
* Advocating for a colleague

# The Layoff Scare

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"The office has been hit with a wave of layoffs, and everyone is on edge. Write about the tension-filled days, the difficult goodbyes, and how this event changes the dynamics of your workplace and your own view of job security."

* Talking about an economic downturn
* Describing job insecurity and fear
* Saying goodbye to colleagues after a layoff

# Bittersweet Promotion

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"You've been promoted over a colleague who was equally deserving. Write about the mixed feelings of accomplishment and guilt, the changes in your relationship with your colleague, and how you both navigate this new dynamic."

* Talking about a promotion
* Describing mixed feelings
* Explaining expectations about rank and hierarchy at work

# Transition Trepidations:

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"As the office prepares for a change of location, a major reshuffle, or a shift in focus - write about the uncertainty and resistance you and your colleagues face, the emotional goodbyes to the old office, and the collective hope for the future."

# Final writing exam

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“Write an email explaining the events in your story. Use the target structures from the course.“