



The Office: A Survival Guide

By Jo Hoare

Ryland, Peters & Small Ltd. Hardback. Book Condition: new. BRAND NEW, The Office: A Survival Guide, Jo Hoare, Is the daily grind getting you down? Does the thought of another day spent staring at a screen while your colleagues bore you to tears with tales of what their cat had for breakfast make you want to scream? Unfortunately, going to work is a necessary evil that we all have to face. But fear not, because help is at hand with The Office: a Survival Guide. Starting with The Rules, you will learn how to become a master of the passive aggressive email, what's acceptable in the world of office fashion, or knowing what subjects to talk about without making everyone think you're annoying. Next, discover how to identify certain types of colleague, like the hyper-competitive girl who'd sell her own mother for a promotion, or the guy who everyone lusts after at work but wouldn't look twice at in the street. A chapter on The Events will guide you through the pitfalls of away days, business trips and important presentations and the brilliant How to.section is packed full of inspiration for slackers, with tips on how to look extremely busy...



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This book is great. it absolutely was writtern quite properly and beneficial. Its been written in an extremely basic way and it is merely after i finished reading through this ebook in which basically changed me, affect the way i really believe.

-- **Leopold Schmidt**

A very great ebook with perfect and lucid answers. It can be packed with wisdom and knowledge I found out this book from my dad and i encouraged this publication to learn.

-- **Elena McLaughlin**