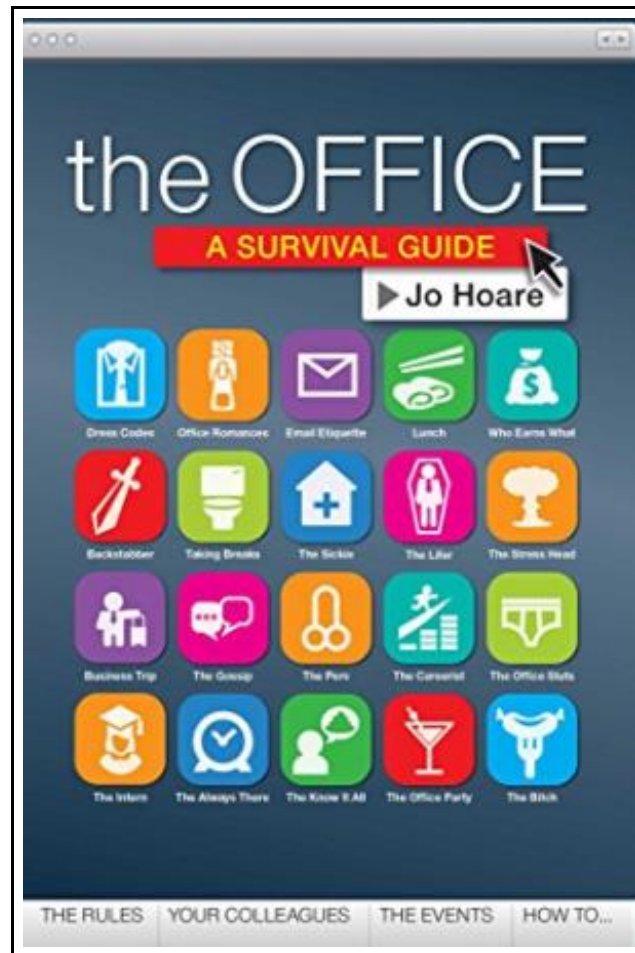


The Office: A Survival Guide



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THE OFFICE: A SURVIVAL GUIDE



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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 while doing very little, how to suck up to the boss and how to appear "on the level" despite the fact you necked eight pints and three cocktails just hours previously. Accompanied by lively illustrations throughout, this hilarious guide will mean you'll never look at going to work in the same way again.



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