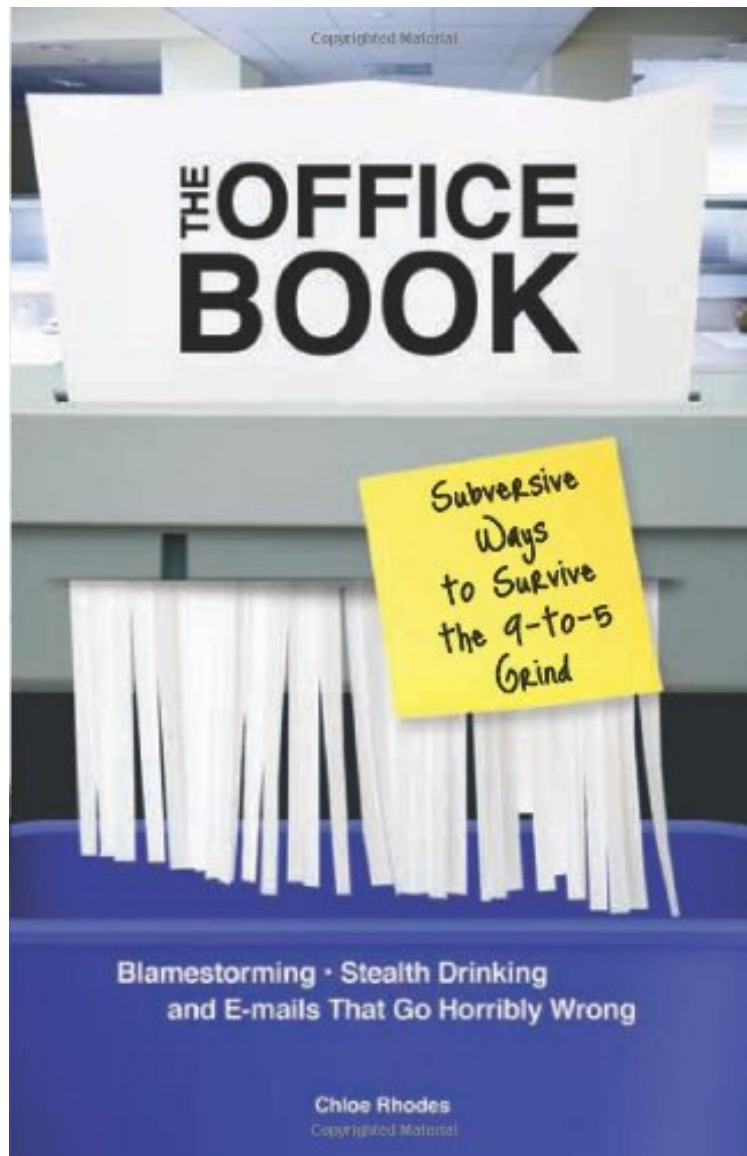


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The Office Book

Chloe Rhodes

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Chloe Rhodes : The Office Book before purchasing it in order to gage whether or not it would be worth my time, and all praised The Office Book:

Both a field guide to office survival and discussion of the woes and follies in the workplace, The Office Book is a delightfully subversive look at the world of work. Contains anecdotes, real life cover letter gaffes, resume quotes,

outrageous emails, and other creative distractions that offer a lifeline from the depths of 9-to-5 monotony. Inside you'll find: Office Survival Rules: Rule #99-If at first you don't succeed, remove all evidence you ever tried Office Games: Including the ever-popular Jargon Bingo Office Language: Fully loaded with a glossary of terms and employee written- and verbal-faux pas Office Décor: Tactics to encourage your employer to purchase items, necessary or not, that will make your space more welcoming Office Horror Stories: When Christmas parties go wrong Playing Hooky: Sneaky maneuvers to acquire a spontaneous personal day Office Waste Management: A list of ways to waste company time With *The Office Book*, you'll hold the key to surviving the 9-to-5 grind-even if you'll never hold the keys to the corner office.

About the AuthorChloe Rhodes is a freelance journalist who has worked for *The Telegraph*, *Guardian* and *The Times* as well as numerous other respected publications. She lives in North London with her husband.