Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Professional Topics**

**Workplace Scenario – Chapter 5**

*Objective: Develop the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples*

**Read the following scenario and answer the questions thoroughly.**

Isabella was recently hired in her first full-time position as an administrative professional. She has been working for the company for six months. She is not happy in her job. She does not like her supervisor because she believes he is unethical.

He steals time from the company by surfing video-sharing websites throughout the day, almost always leaves 15 minutes early “to beat the traffic” never admits a mistake (he always finds someone to blame), and brags about “padding” his mileage when reporting travel expenses.

Recently Isabella talked with Dao, one of her friends in the company, and asked her advice about quitting her job. Yesterday Isabella’s supervisor called her in and told her she was being disloyal to him. He explained that he was told she had been spreading vicious rumors about him throughout the company.

What is the problem? How should Isabella handle it?

1. **What is the problem?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 3 | 2 | 1 | 0 |
| Relevant Facts | explanations in own words using 3 facts from text | explanations in own words using 2 facts from text  | Explanation mostly copied or no facts from text | No facts  |
| Details/Relationships/ExamplesRelate to self/text/other situations | There are a minimum of 3 specific details and/or relationships and/or examples | There are a minimum of 2 specific details and/or relationships and/or examples | There are a minimum of 1specific details and/or relationships and/or examples | There are no details/relationships and/or examples |
|  Mechanics | 1 – 2 errors | 3 – 4 errors | 4 – 5 errors | More than 5 errors |

1. **How Should Isabella handle it?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 3 | 2 | 1 | 0 |
| Relevant Facts | explanations in own words using 3 facts from text | explanations in own words using 2 facts from text  | Explanation mostly copied or no facts from text | No facts  |
| Details/Relationships/ExamplesRelate to self/text/other situations | There are a minimum of 3 specific details and/or relationships and/or examples | There are a minimum of 2 specific details and/or relationships and/or examples | There are a minimum of 1specific details and/or relationships and/or examples | There are no details/relationships and/or examples |
| Mechanics | 1 – 2 errors | 3 – 4 errors | 4 – 5 errors | More than 5 errors |