At Summit Assurance, four colleagues _____ (work) together: Sarah is in claims; Tom, the enthusiastic sales agent; Lisa, the office manager; and Dave, the quiet IT specialist. They _____ (spend) their days dealing with insurance paperwork and office chatter, their working hours _____ (to be) longer and longer preparing for the new product launch. But one Wednesday, Tom _____ (have) an idea about an event to boost morale: “Insurance Awareness Week.” He _____ (want) to have games, prizes, and fun activities. Reluctantly, Sarah, Lisa, and Dave _____ (agree) to help.

The event day _____ (arrive), and the office _____ (to be) full of expectations. Tom’s idea _____ (turn) the workspace into a carnival of insurance-themed fun. Everyone _____ (participate) in the games and activities, and the atmosphere _____ (to be) great. As Tom _____ (prepare) to award the grand prize—a year’s supply of free coffee—.

Everything _____ (to be) ready to start when a call from Lisa’s phone _____ (interrupt) the celebration. She _____ (need) to find a lost sales document urgently, she _____ (have) no idea where it could be, so she _____ (ask) Tom to help her find it and _____ (run) to her office.

In her frantic run, Lisa _____ (knock) over a spinning wheel, which _____ (roll) across the room and collided with the office's large fern. The unexpected mess _____ (make) everyone laugh, Lisa _____ (to be) on the floor laughing nonstop, Tom _____ (find) the document and was holding it while laughing. The day _____ (go) on with the planned event and Lisa _____ (win) the prize for being the funniest employee in the office.

Write an office anecdote

Who were involved?

When did it happen?

Where did it happen?

Was it funny or sad?

Why did you choose this anecdote?

LIVEWORKSHEETS