

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?