

Scenarios for Politeness Strategies

<p><b>Situation #1 Networking</b> You are new to the department and you have been invited to go out with some coworkers to the bar on Friday night after work. You find it difficult to manage conversation given the noise in a lot of bars. Additionally, you are not a drinker, and you really don't want to go. What would you say in this situation?</p>	<p><b>Situation #2-Request</b> You're working on something that requires a lot of concentration, but some of your officemates are laughing and making a lot of noise. How would you tell your coworkers to keep it down?</p>	<p><b>Situation #3-Critique</b> One of your coworkers has sent you a draft of an email. He wants to know what you think of the email. There are numerous mistakes and it needs to be revised. How would you politely explain this to your coworker?</p>	<p><b>#4 Student Interaction:</b> Respond to this email:  Dear TA,  I have to work now on Friday and we are supposed to have a test that day. What should I do?  Joe Student</p>
<p><b>#5 Email:</b> Your supervisor has given you a last minute deadline and you have many other tasks with similar deadlines. How might you handle this?</p>	<p><b>#6 Email:</b> You would like to go to a conference that is in the another state and you heard that your department sometimes as money for these kinds of professional development opportunities. Write an email asking about whether you can go.</p>	<p><b>#7 Email:</b> You're working on a project with a coworker. You need a document that he was supposed to be finished with yesterday. You want to tell him that there is a real sense of urgency and that you need the document as soon as possible. What would you say to him</p>	<p><b>Situation #8-Networking</b> You are not very inclined to join in on small talk because 1) you don't care for it, 2) you don't know what you could ask about or talk about, and 3) the speed at which you have to process and think of a witty response is too intimidating. How can you get comfortable using small talk to benefit long term?</p>

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