**Situation 1**:

During a work meeting, your colleague Taha called you incompetent in front of your team. You felt humiliated.

**Writing 1:**

This week was the best week of my life, I was selected for my dream job. it's a big famous company and I’m the newest and youngest one here. I feel proud of myself but a bit nervous. It’s 9 o'clock this is my first meeting with the team. During the discussion, my colleague Taha called me incompetent. I blushed from embarrassment, but I held my breath and answered him:" "I'm sorry you feel that way, but I’m doing my best.”

He said:” your report was so wrong. You spoiled our work.”

I answered him:” I’m really sorry for that and I feel upset for your saying.”

He said:” you have to focus more.”

I answered him:” Yes I promise you to do that and to correct this task and in contrast I would appreciate it if you did not talk to me like that anymore."

He felt that he was wrong so he apologized to me and I accept his apologies.

**Situation 2:**

Your colleague Emna is busy at work and cannot complete her tasks. She insists very much that you do one of her work tasks. It’s 5:00 and you want to go home. It’s been a very long and painful day. You’re tired. You can’t help her.

**Writing 2:**

it's 5:00 pm in the office; I was so tired but a bit happy because this day end. I was daydreaming about a hot shower and Stretching on the sofa when my colleague Emma entered my office and said: “hi, happy you still here, I really will be thankful if you help me for this task.

I'm exhausted and I can't focus anymore."

-Sorry, I said, but I cannot do that Emna.

she said: " please! this is the first time I ask you for a favorite. This task is very important for me"

I answered: “I understand you and I would love to help you out but I simply cannot. I’m really tired and I want to go home right now. I have many commitments."

she finally said:" ok, I see.. forgive me for being so insistent" I answered:" It doesn't matter..it's you who should forgive me for being busy..I will make up for you I promise."