

# Toby ▪ PAGOS Plan ▪ Office Romance: Off Limits?

## PURPOSE

### primary purpose:

I am writing to tell my boss what guidelines we could establish regarding office romances.

### other purposes:

To help Dunder Mifflin (DM) protect itself from legal liability; to help DM foster a respectful, fair workplace; to avoid making Michael or Jan angry or anxious (foster goodwill, if possible)

### info needed:

- summary of points from the article
- reasons for establishing a policy
- suggestions on policy from article

## AUDIENCE

### identification:

**primary:** primary audience is David Wallace

**secondary:** secondary audiences are Jan Levinson and Michael Scott

**"real" primary audience members:** while I'm addressing the message to David primarily and CCing Michael and Jan, all three of them are really equal members of the primary audience. David is a primary audience because he's responsible for the whole company. Jan and Michael are responsible for parts of the company, but they're primary audience too because they're (recently) involved in an office relationship.

**additional:** other audiences may include anyone else in the company, including HR and legal counsel/company lawyers; maybe shareholders, and possibly the media (local news stations and papers are always looking for negative/exciting stories about local businesses)

### background, demographics, etc:

**general/work:** All three are long-term professionals who have risen up the ranks in the corporate world. Jan and David have degrees (I don't think Michael does).

**David** (CEO): relatively new to DM (was hired as CFO before promotion to CEO); Jan (and Michael's) supervisor and CEO of company

**Jan** (VP of Northeast Sales): not sure how long she's been at DM or where she came from; Michael's supervisor

**Michael** (Regional/Branch Manager): been at DM for years; started in sales. It might matter that the supervisor/Jan is a woman and her subordinate/Michael is a man; sometimes men's experience with sexual harassment isn't taken as seriously (especially when man is subordinate)

**personal:** Jan and Michael are (or have been) in a romantic/sexual relationship (or they "hooked up"); not only are they both employees, but Jan is Michael's supervisor.

### values & language:

**David** values the health, stability, and legal protection of DM. He probably values his own ability to be a good leader and his professional status. As former CFO, he's probably aware of the financial risk incurred by office relationships.

**Jan** values her professional status and the success of the branches under her supervision. She may care about Michael(?), but not romantically (maybe just sexually?); she cares about not getting caught doing something unprofessional.

**Michael** values his employees at the Scranton DM branch, and he values what his employees think about him (he wants to be seen as "world's best boss," the fun boss, a friend, a "cool" guy, etc. He values Jan more as a girlfriend than a supervisor (Michael really wants a girlfriend).

### knowledge (already/need/want):

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**expectations:**

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**context:**

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**benefits/objections:**

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GENRE

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**possibilities, choice, conventions:**

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ORGANIZATION

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**order of info:**

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**explanation/reasons:**

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STYLE

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**tone:**

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**formatting (headings, lists, non-text elements, etc.):**

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