

# Ngiyabonga!

Hi Office National Family Member

Ngiyabonga! Siyabonga ngokuba yingxeny yomndeni Office National.

Here it is, the 2nd email in our series of 10 which gives you, as part of the Office National family, **a chance to win R20 000 in cash!!!** This email contains the 2nd letter in the “Phrase Generator” competition. **Make sure you collect all 10 letters to complete the phrase.**

But that’s not all, we promised more ways to participate and stand a chance of winning your share of R300 000 worth of prizes. Make sure you go to [www.officenational.co.za](http://www.officenational.co.za) to spin the wheel, where you could win online shopping vouchers which are valid for the entire 2 week promotional period!

## Workplace Protocols of the Past...

As promised, here are some more workplace protocols which are now mostly considered outdated. Outdated or not, surprisingly, some of these protocols are still practiced today.



### 1. “Dear Sir”

Addressing communication as “Dear Sir” was once considered good practice when sending a letter or email to a person of unknown gender. With more awareness around gender-equality it is now more appropriate to rather address it as “Whom it May Concern” or to include both genders.



### 2. Long-winded Emails

Think Twitter and its 140 character limit. People prefer communication that is to the point. Make sure to still be polite and courteous.



### 3. Sick Days

With today’s many remote-working options, going to work when sick is more likely to be regarded as inconsiderate rather than heroic. This was not always the case though. Not so long ago, taking yourself and your germs to work was seen by some as a sign of job dedication or bravery!

Stand a chance to win your share of R300 000

[Click here](#)

## ON Promotion

### HP - 652 Ink Combo & Powerbank

GSBUHP046

R 510,00



[Shop Now](#)

### DURACELL - Plus Power Alkaline Batteries Bundle

GDBUDU002

R 199,00



[Shop Now](#)

### FELLOWES - Powershred 3C Shredder Bundle

GSBUFL028

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### PILOT - Retractable Correction Tapes

PLECTE25K4GB

R 33,50



[Shop Now](#)

By now you should have the first two letters in the “Phrase Generator” competition. There are ten letters that complete the phrase so remember to come back tomorrow to find letter number three as well as details on even more ways in which **you could stand a chance of winning your share of R300 000 worth of prizes**, more product discounts and we’ll give you some ideas on how to have fun in the office.

Missed a mail? Not to worry, [here’s a link](#) to the ones you may have missed.

See you again tomorrow!  
The Office National Team