Lizy's Job

I work for a travel agency. I am a secretary there. I don't hate my job, but many things are kind of stressful and difficult due to my boss. He is not a bad man, but he does not respect my position. I am in charge of answering the calls, answering e-mails, and receiving customers, but my boss thinks that I have to do many other tasks, even if they are not related to my area. He asks me to clean the office, take out the trash, serve coffee to my colleagues, and even do financial tasks. I have learned to do these tasks, but it is unfair. After a day at work, I feel exhausted. My working hours are eight, but sometimes I have to work from nine to ten hours because I have to finish all the tasks that do not correspond to my job. I like to be a secretary, but I don't want to be in charge of the other tasks. I consider that there must be workers to perform those tasks in specific. The problem is that even if I feel tired of this job, I don't want to talk with my boss because I am afraid that he can fire me. I just hope that someday this situation finishes.

LIVEWORKSHEETS

Based on the previous reading, answer the questions below.

1. Does Lizy hate her job?

   _____

2. Does Lizy's boss respect her position?

   _____

3. Does Lizy receive customers?

   _____

4. Does Lizy know how to do all the tasks her boss asks her?

   _____

5. Does Lizy work eight hours every day?

   _____

6. Does Lizy like to be in charge of the other tasks that her boss asks her?

   _____

7. Does Lizy want to talk with her boss about the situation?

   _____

LIVEWORKSHEETS