



Hello. My name is Marcia Ibañez. I work in a large company in Trinidad, Beni.

We make bottles and cans for soft drinks. I am a secretary. I answer the telephone and take messages. I also use a fax machine and a computer.

My first language is Spanish, but sometimes I speak in English. Many of our clients are from the United States.

My supervisor is Mr. Vaca. He is an engineer. I start work at 8:00 am. I usually drive to work.

I have lunch from 1:00 pm to 2:00 pm. I finish work at 5:30 pm. I go home and help my mother prepare dinner. After dinner I usually watch television for a while. I usually go to bed at 11:00 pm.



READING COMPREHENSION. DRAW LINES AND MATCH

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|---|--------------------------------|
| • What is her name? | △ A fax machine and a computer |
| • Where does she work? | △ Spanish |
| • What does her company make? | △ United States |
| • What does she do? | △ Mr. Vaca |
| • What does she use at work? | △ She Works in Trinidad |
| • Which is her first language? | △ English |
| • What language does she sometimes speak? | △ Her name is Marcia |
| • Where are her clients from? | △ She is a secretary |
| • What is her supervisor's last name? | △ They make bottles and cans |
| • What time does she have lunch? | △ At eleven o'clock pm. |
| • What time does she finish work? | △ From one to two o'clock pm. |
| • How often does she watch tv? | △ Usually |
| • What time does she go to bed? | △ Half past five |