

Reading comprehension – Administrative management

Read the text. Fill in the blanks with the correct form of to be and answer -true or - false after reading.

My name ____ Molly. I ____ a secretary at MGP. I have a very busy day. I ____ responsible for many things. Every day I start my work at 8 o'clock. I have to prepare different documents, answer the letters and work with customers. I sometimes have to write contracts and prepare tenders. The work ____ interesting but it requires much patience. In the afternoon at 12:00 I have a break for lunch. I usually go to the canteen. I order main course and a dessert. I prefer going with my work mate. Her name ____ Jessica. She ____ the head of the financial department. She ____ good at making calculations. We used to go to school together. Jessica ____ three years younger than me. She used to go to the same form with my younger sister. We were not good friends then. But since she started to work for MGP we have been very close friends. We often meet after work too. We help and support each other if it ____ necessary. Jessica ____ a very good friend.

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|---|------------|
| 1. Her name is Jane. | TRUE FALSE |
| 2. She is a manager. | TRUE FALSE |
| 3. She works at town council. | TRUE FALSE |
| 4. She starts her work at 8:00. | TRUE FALSE |
| 5. She is responsible for documents. | TRUE FALSE |
| 6. She does not answer the letters. | TRUE FALSE |
| 7. She works with customers. | TRUE FALSE |
| 8. She asks Jessica to write a contract if it is necessary. | TRUE FALSE |
| 9. She sometimes prepares tenders. | TRUE FALSE |
| 10. Her work requires patience. | TRUE FALSE |
| 11. She works till 11:00. | TRUE FALSE |
| 12. She goes to the canteen. | TRUE FALSE |
| 13. She likes to go to the canteen on her own. | TRUE FALSE |
| 14. She has a good work-mate. | TRUE FALSE |
| 15. His name is Jeff. | TRUE FALSE |
| 16. Her friend is good at writing letters. | TRUE FALSE |
| 17. They used to be classmates. | TRUE FALSE |
| 18. Jessica has a younger sister | TRUE FALSE |