Reading Comprehension

1 **Read the e-mail. Then answer the questions below.**

From: Emily Wallace
To: All employees
Subject: The move to Morgan Street

To all employees,

As you know, we're excited about our new building on Morgan Street. It is now ready for us to move in.

1. Web designers and data entry operators will move on Monday morning 12th March, from 9.30 am. They will both be on the third floor, with the new cafeteria.
2. Software testers and programmers will also move on Monday, but after 2.00 pm. They will be on the second floor.
3. Helpdesk technicians and support technicians will move on Tuesday 13th March. Each department has got its own office on the first floor with our beautiful new retail shop.

The cafeteria won't be open the first week. Bring your own lunch or you can buy food at Duncan's Deli. It's at 26 Morgan Street.

Please note that Alan Piper is our new network administrator and his office is on the second floor. Please contact me if there are any problems during the move.

Emily Wallace
Assistant Manager

Where can you find these in the new building?

1. helpdesk technicians _____
2. the network administrator _____
3. programmers _____
4. the cafeteria _____
5. the shop _____

2 **Complete the sentences.**

1. This e-mail is for _____.
2. Web designers will move on Monday from _____.
3. Support technicians will move on _____.
4. The company is opening a new _____.
5. The first week, employees can't buy _____.

LIVEWORKSHEETS