



**Прочитай текст мінімум 5 таймз**

### **Anna's Busy Day at Work**

Anna works in an office. Every day, she has many tasks to do.

First, she sends an email to her boss with the daily updates. Then, she writes a report about the sales. After that, she calls a client to ask about their order. When the phone rings, Anna answers the phone and helps the customers.

During a team meeting, Anna takes notes and discusses the project with her colleagues. She also checks her calendar to schedule new meetings.

Sometimes, Anna explains the problem to her manager and offers a solution to fix it.

In the afternoon, Anna prepares a presentation for the next meeting. She shares her screen during the online meeting and joins the discussion with her team. Later, she reviews the report and updates the document with the latest data.

At the end of the day, Anna prints the document and sends an invitation for the next event. She also confirms the details of a delivery and plans the event with her team. Before she leaves, Anna checks the details of her tasks and updates the schedule for tomorrow.

Anna is very organized, and she always finishes her work on time!