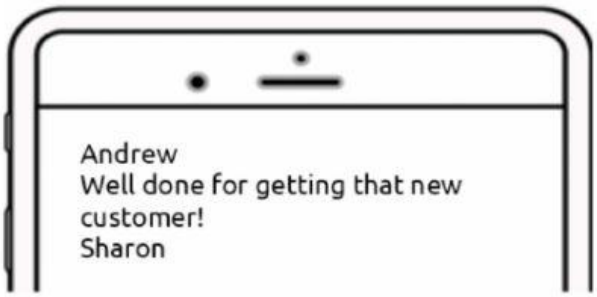
Reading Part 1

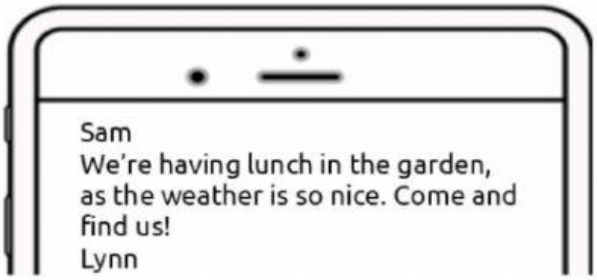
Read the texts. Choose the correct answer for each question.

1.



a) Sharon is inviting Andrew.
b) Sharon is asking Andrew something.
c) Sharon is thanking Andrew.

2.



a) Lynn doesn't need to buy any lunch today.
b) Lynn is eating outside because it's warm today.
c) Lynn is too busy to come for lunch now.

3.

a) You can get coffee before the meeting begins.
b) Put your coat in Room G4.
c) Don't leave anything in the room after the meeting.

LIVEWORKSHEETS

4.

The company gym is closed from Monday to Thursday while we repair some of the machines.

a) The gym equipment is not available to use.
b) The gym is closing early on Monday.
c) They are cleaning and painting the gym.

5.

Edward

I've left your signed documents with Katie. I didn't like to leave them on your desk.

Mary

a) Edward needs to tidy his desk.
b) Edward needs to go and see Katie.
c) Edward needs to ask Mary about some documents.

6.

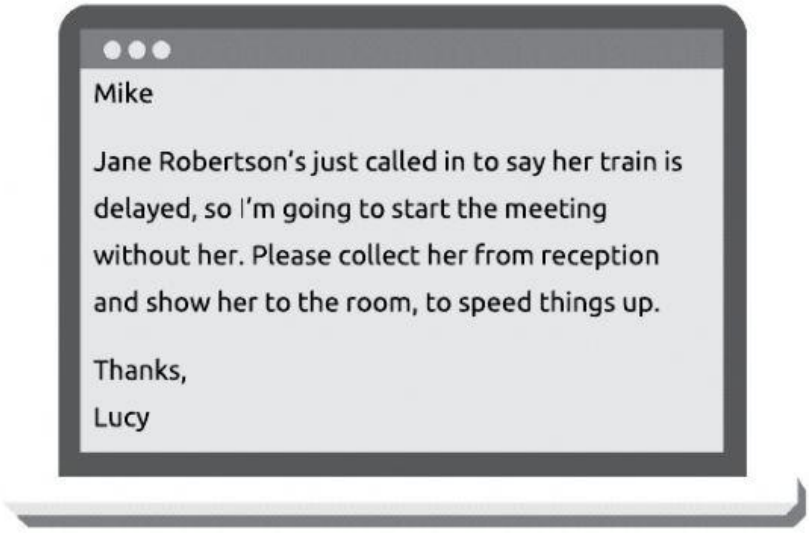
Company Social Club – BOAT TRIP WITH DINNER

We will offer any reserved tickets not paid for by the end of today to people on the waiting list.

a) Today's the last chance to pay if you've reserved a ticket.
b) Several people haven't collected the tickets they paid for.
c) Not enough people have signed up for the dinner option.

LIVEWORKSHEETS

7.



a) Mike has to contact Jane by phone.
b) Mike has to wait for Jane to arrive.
c) Mike has to inform Jane about a changed arrangement.

LIVEWORKSHEETS