Reading Part 1: Reading Correspondence

Time: 11 minutes

Read the following message:

Dear Janice:

This letter is my official notification to you and to the company that my last day of work at Techtron Mobile will be January 11. On that day, I plan to retire.

Tam was excited about my impending retirement but wanted to take this opportunity to thank you for all the opportunities that I have experienced working for Techtron Mobile. I have genuinely enjoyed my employment as a Marketing Communication Specialist and will miss you and my coworkers.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition. I have truly enjoyed working at Techtron Mobile and will miss my coworkers and our workplace a great deal. I wish you nothing but the best for the future.

Please feel free to contact me if you need additional information. I will be meeting with HR shortly to finalize the details of my retirement, learn about any benefits that extend beyond retirement, and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,
Margaret Price

Using the drop-down menu (□), choose the best option according to the information given in the message.

1. Margaret is exuberant for
(□)
2. In few month, Marketing Communication Specialists in Techtron Mobile will
(□)
3. Margarette said
(□)
4. Price will work until
(□)
5. Margaret and Price
(□)
6. Price intends to help
(□)

Here is a response to the message. Complete the response by filling in the blanks. Select the best choice for each blank from the drop-down menu(□).

Hi Margaret,

On behalf of the entire staff, I would like to congratulate you on 7._____. We all have enjoyed working with you during the time here, and I consider you not only a valuable asset to our company but 8._____ as well.

While you will be missed by all of us at 9._____ you certainly deserve your retirement. Your hard work and diligence have greatly benefited our company, and I hope that the remaining employees will strive to follow your stellar. Luckily, I have managed to arrange a 10._____ and he'd be meeting you soon.

Please keep in touch, and visit often whenever you have the time. I hope you have a 11_____.

Best wishes,
Janice.

LIVEWORKSHEETS