Reading a Note	Reading Assessment
Theme: Dealing with Household Problems	**CLB Level:** 3
Topic: Note to the Landlord	**Competency:** Interacting with Others

Student name: _____ Date: _____

January 28, 2022

Dear Mrs. Boucas,

My name is Kathy Johnson and I live in apartment 2118. I am writing to inform you know that the outside security lights stopped working one week ago. I have tried calling your office several times, but it still hasn't been fixed! This is a problem because I get off work late at night and I have to walk alone to get into the building. This is a big safety issues and I feel very unsafe at night.

Could you please fix this problem immediately?

Thank you for your immediate attention to this matter.

Sincerely,

Kathy Johnson
519-992-1556

LIVEWORKSHEETS

Instructions: Read the note to the landlord and answer the questions.

1. Who wrote the note?
   a. Kathy Johnson b. Mrs. Boucas c. The landlord

2. What is the closing used in the note?
   a. Thank you so much b. Dear c. Sincerely

3. What is the problem?
   a. The tenant works late at night.
   b. The office is not answering tenant's calls.
   c. The security lights outside are not working.

4. When did the problem start?
   a. On January 21 b. yesterday c. on January 28

5. When someone says, "I am writing to inform you" they are___.
   a. giving a suggestion
   b. giving reason for writing
   c. making a request

6. We can say the problem is___.
   a. Very serious
   b. Somewhat serious
   c. Not serious at all

7. What did Kathy do to try and solve the problem?
   a. She called the landlord's office.
   b. She stopped working at night.
   c. She stayed in her apartment.

8. How is Kathy feeling?
   a. worried
   b. happy
   c. safe

9. Who would a good person to fix this problem?
   a. A carpenter
   b. An electrician
   c. A plumber

10. What does Kathy say to make a polite request?
    a. Send someone right away.
    b. Could you please fix this problem?
    c. Fix it immediately.

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11. The landlord is not responsible for fixing this problem.
    a. True b. False

12. This problem is urgent.
    a. True b. False

Success = 9/12	**Score**: ___/12	**Pass**: ☐ Yes ☐ No

LIVEWORKSHEETS