

READING COMPREHENSION: HELPING AT WORK

Read the document, then answer the questions.

MEMO

TO: Helen Wright
FROM: James Blake
DATE: 13th February 2023
SUBJECT: Urgent Task at the Print Shop

MESSAGE:

I must take emergency leave starting today. My father fell and fractured a leg. I'll go to Brighton to confirm the situation of things and take necessary actions.

I need your help with an urgent task: to prepare the photopolymer plate for Ms Robertson's wedding invitations and give it to Albert Wallace at the Print Shop. I'll send you the design by e-mail today.

Ms Robertson is interested in commissioning luxury letterpress cards, and she would like to see examples. I hope I can rejoin work before next Friday's meeting, and I can show her our designs.

Thank you,

James Blake

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QUESTIONNAIRE

1. What type of document is it?
2. Who is the sender?
3. Who is the receiver?
4. Are they co-workers?
5. When was the message sent?
6. Is it an urgent matter?
7. Why is Mr Blake taking emergency leave?
8. Where is he going?
9. Mr Blake asks Helen to prepare something. What is it?
10. Helen will need something to prepare this object. What is it?
11. How will Mr Blake give it to her?

12. Who is this object for?
13. Where does he work?
14. What is he going to print?
15. What printing technique will he use?
16. Which client is interested in this kind of product?
17. It is a luxury product. Do you think it is expensive?
18. When does Mr Blake hope he can rejoin work?
19. Has Mr Blake scheduled a meeting with the client?
20. Does Mr Blake want to show this product to the client?