

## 3 READ

## READING SKILL Skim

Skim means you read quickly to get the general or main idea. Don't read every word.

**A** ▶ 01-20 Listen. Read the contact information. What information do they have? Check (✓) all the correct answers.

☐ name  
☐ age

☐ email address  
☐ home address

☐ job title  
☐ language

☐ office location  
☐ phone number



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04:19 p. m.  
01/10/2020