Reading comprehension – Administrative management

Read the text. Fill in the blanks with the correct form of to be and answer -true or - false after reading.

My name _____ Molly. I _____ a secretary at MGP. I have a very busy day. I _____ responsible for many things. Every day I start my work at 8 o'clock. I have to prepare different documents, answer the letters and work with customers. I sometimes have to write contracts and prepare tenders. The work _____ interesting but it requires much patience. In the afternoon at 12:00 I have a break for lunch. I usually go to the canteen. I order main course and a dessert. I prefer going with my work mate. Her name _____ Jessica. She _____ the head of the financial department. She _____ good at making calculations. We used to go to school together. Jessica _____ three years younger than me. She used to go to the same form with my younger sister. We were not good friends then. But since she started to work for MGP we have been very close friends. We often meet after work too. We help and support each other if it _____ necessary. Jessica _____ a very good friend.

1.	Her name is Jane.	TRUE FALSE
2.	She is a manager.	TRUE FALSE
3.	She works at town council.	TRUE FALSE
4.	She starts her work at 8:00.	TRUE FALSE
5.	She is responsible for documents.	TRUE FALSE
6.	She does not answer the letters.	TRUE FALSE
7.	She works with customers.	TRUE FALSE
8.	She asks Jessica to write a contract if it is necessary.	TRUE FALSE
9.	She sometimes prepares tenders.	TRUE FALSE
10.	Her work requires patience.	TRUE FALSE
11.	She works till 11:00.	TRUE FALSE
12.	She goes to the canteen.	TRUE FALSE
13.	She likes to go to the canteen on her own.	TRUE FALSE
14.	She has a good work-mate.	TRUE FALSE
15.	His name is Jeff.	TRUE FALSE
16.	Her friend is good at writing letters.	TRUE FALSE
17.	They used to be classmates.	TRUE FALSE
18.	Jessica has a younger sister	TRUE FALSE