

A Day at the Office

Sarah works in an office. She starts her day at 9:00 in the morning. First, she checks her emails. She has 10 new emails today. One email is from her boss. He wants her to prepare a report for the meeting tomorrow.

After checking her emails, Sarah answers the phone. It's a customer with a question about a product. She helps the customer and takes down their information.

At 10:30, Sarah has a meeting with her team. They talk about a new project. Meanwhile, Sarah takes notes during the meeting.

At 12:00, it's lunchtime. Sarah goes to the cafeteria and has a sandwich with some colleagues. In the meantime, they talk about their weekend plans.

In the afternoon, Sarah works on the report for her boss. She finishes it at 4:30. Then, she sends it to her boss by email.

I. Answer the questions based on the text.

1. **What time does Sarah start her day at the office?**

- a) 7:00 AM
- b) 8:30 AM
- c) 9:00 AM

2. **How many emails does Sarah check every day?**

- a) 5 emails
- b) 10 emails
- c) 15 emails

3. **Who sends Sarah an email about preparing a report?**

- a) Her colleague
- b) Her boss
- c) A customer

4. **What does Sarah do at 10:30 AM?**

- a) She has lunch
- b) She checks her emails
- c) She has a meeting with her team

5. **What does Sarah do during the meeting at 10:30 AM?**

- a) She takes notes
- b) She answers phone calls
- c) She goes for a coffee break

6. **When does Sarah have lunch?**

- a) 12:00 PM
- b) 1:30 PM
- c) 3:00 PM

7. **What does Sarah eat for lunch?**

- a) A salad
- b) A sandwich
- c) Pizza

8. **What does Sarah do in the afternoon?**

- a) She finishes the report
- b) She goes home
- c) She takes a long break

9. **When does Sarah finish the report for her boss?**

- a) At 4:30 PM
- b) At 5:00 PM
- c) At 6:00 PM

10. **How does Sarah send the report to her boss?**

- a) By fax
- b) By email
- c) By post

II. *Identify three Conjunctions in the text.*

1. _____
2. _____
3. _____