

# READING COMPREHENSION: AN E-MAIL SCHEDULING A JOB INTERVIEW

Read the e-mail, then answer the questions. Follow the instructions given in class.

**To** Helen Wright <helenwright789@gmail.com>

**From** Clara Hunter <CGraphicHunter@gmail.com>

**Subject** Job Interview at FASTPRINTS 4u

Dear Ms Wright,

Your job interview is on Monday, 5<sup>th</sup> September, at 10.00 a.m. It will be with James Blake, our Senior Graphic Designer. His office is on the first floor.

When you come to the premises, you will see that the building has two doors. The Print shop is on the ground floor, it has a glass door and a large glass window. The second door will take you to the Creative Department and the offices on the first floor. Mr Blake's office is the room in front of the stairs.

Please come to see me first. There are some forms you have to fill in before the interview. My office is next to Mr Blake's.

Yours sincerely,

Clara Hunter  
Head of Human Resources Department

**SEND** **A**

## QUESTIONNAIRE

1. Who is the sender?
2. Who is the recipient or receiver?

3. What is the subject?
4. What is the purpose of the document? Choose an option.
  - Schedule a meeting
  - Reschedule a meeting
  - Cancel a meeting
5. What is the Language register? Choose an option.
  - Formal register
  - Neutral register
  - Informal register
6. What is the Opening salutation? Choose an option.
7. What is the Closing salutation or Valediction? Choose an option.
8. What is the sender's job title?
9. What company does the sender work for?
10. The building has two floors. What is on the ground floor?
11. What is on the first floor?
12. Who is the job interviewer?  
What is his/her job title?
13. What date will the interview take place?  
What time is it going to be?
14. Before the job interview takes place, what task must the receiver do?