

Reading Skills E1-E2

Read the text and answer the questions

Post Office Customer Assistant



You **don't** need to know about the Post Office to work here but you must have a good standard of English and Maths. You need to pass a test in these subjects to work for the Post Office.

As an assistant, your job includes:

- Selling stamps and checking letters and parcels
- Paying benefits
- Taking money to pay bills
- Checking passport and driving licence forms
- Selling travel cover and **foreign** money

Hours

You will work between 38 and 40 hours a week, from Monday to Saturday. We also have part-time work, early morning and night work.

Pay

The Post Office pays around £15,000 a year for a full-time job.

1. This text is:

An email a letter a postcard an advert

2. You need to know about the post office to work there

True

False

3. How many hours will you work?

4. Write **two** things you might *sell* in this job:

5. The word *foreign* means:

Colourful

from a different country

expensive

6. Put these words in alphabetical order

Post

Parcel

Customer

cover

Read the text and answer the questions

C

Dear Grandma

I am meeting Sue this morning
But I can visit you later after my
doctor's appointment. I can take you
to the supermarket and you can buy
something nice for your dinner.
Then we can have a cup of tea and a
chat.
See you about 4.00pm.

Jan

1. This text is:

a recipe an email a note a text message

2. The text is to _____

3. The text is from _____

4. Who is *I* in the following sentence:

'*I* am meeting Sue this morning...'

Grandma Sue Jan

5. In the text, there is one word with a capital letter that shouldn't have. Which word?

6. Jan will visit Grandma after:

The supermarket

Her doctor's appointment

Have a cup of tea

7. Which word comes after ***Supermarket*** in a dictionary?

Sue

Morning

Take

See

Read the text and answer the questions

C  Dear Ahmed We are having a lovely time at Sasmita's house. It always rains in England so we have our umbrellas with us. Today we are going to "Giovani's" restaurant with Grandad. Grandad likes Italian food. See you on Sunday Love Mum	 Ahmed Baker _____ Grange Road _____ Sheffield _____ SH63 0JB _____
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1. This text is:

a letter a text message an email a postcard

2. The purpose of the text is:

To inform To advertise To advise To instruct

3. The text is about:

Ahmed Baker

A holiday

Sunday

The weather

4. The text is to _____

5. The text is from _____

6. Which city does Ahmed live in? _____

7. Why do they have their umbrellas with them?

8. Circle the words which are in alphabetical order:

A

Ahmed

City

Live

Umbrellas

B

City

Live

Umbrellas

Ahmed

C

Ahmed

City

Umbrellas

Live

Read the text and answer the questions

B

Send Options... HTML

To: brightoncitycouncil@bcc.com

Dear Sir

Last Wednesday was **my** bin collection day.
The bin men did not empty them. Now I
have **extra** rubbish that needs collecting.
Please tell me when you can empty my bins?

I hope this doesn't happen again.

Yours sincerely

Marta Jones

1. This text is:

A letter a postcard an email a poster

2. The purpose of the text is:

To inform to entertain to complain to advertise

3. Who is **my** in the following sentence?

'Last Wednesday was **my** bin collection day'

4. Complete the following sentence:

The bin men did not _____

5. Which two verbs in the text are in **past tense**

_____ _____

6. In a dictionary, the word **empty** comes:

After Friday

Before Church

Before Friends

After Monday