


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

<p>C</p> <p>Dear Ahmed</p> <p>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.</p> <p>See you on Sunday</p> <p>Love Mum</p>	<div> 2</div> <p>Ahmed Baker</p> <hr/> <p>Grange Road</p> <hr/> <p>Sheffield</p> <hr/> <p>SH63 0JB</p> <hr/>
---	---

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



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