READING ACTIVITY

Zoom in, read the following email exchange and answer the questions that follow.

| Email | x | Job Ads | x |

Subject: Checking In: Website Redesign Project
From: Maria Garcia (Project Manager)
To: David Lee (Web Developer)
Hi David,
I wanted to follow up on the website redesign project. The agreed-upon deadline was last Friday, and I haven't yet received the final files. I understand that your workload has been quite heavy lately, but we're now facing a delay that will impact our marketing campaign launch.
Could you please provide an update on the project's status and let me know when we can expect the completed files? It would be helpful to understand the reason for the delay so we can avoid similar situations in the future.
We value your work and appreciate your understanding.
Best regards,
Maria Garcia

| Email | x | Job Ads | x |

From: David Lee (Web Developer)
To: Maria Garcia (Project Manager)
Hi Maria,
My apologies for the delayed response and for missing the deadline. I've been dealing with some unexpected technical challenges that have significantly impacted my progress.
I understand the urgency of the situation and the importance of meeting the demands of the marketing campaign launch. I'm working diligently to finalize the website redesign and expect to have everything completed by the end of the day tomorrow.
I'll keep you updated on my progress.
Thanks for your patience and understanding.
Sincerely,
David Lee

1. What is the main purpose of Maria's email?
a) To express her disappointment with David
b) To inquire about the status of a project and understand the reason for a missed deadline
c) To demand that David complete the project immediately
d) To terminate David's contract

2. What reason does David give for missing the deadline?
a) He forgot about the deadline.
b) He had a heavy workload.
c) He experienced unexpected technical difficulties.
d) He didn't receive clear instructions.

3. What vocabulary word from our previous list is used by Maria to describe the due date for the project?
a) Framework
b) Invoice
c) Deadline
d) Workload

4. What vocabulary word from our previous list is used by David to describe the requirements of the marketing campaign launch?
a) Reminder
b) Demands
c) Insistent
d) Condition someone

5. How does Maria demonstrate professionalism in her email?
a) By using a demanding tone
b) By expressing her understanding of David's situation
c) By threatening to take action against David
d) By ignoring David's explanation