

SKILLS EXTRA

- 1 read the email. Then complete the sentences.



- Nicole is a
- At the moment, Nicole works for a company called
- Nicole wanted to learn about different kinds of software, so
- Nicole wants to go to EBC ProgramSoft for an
- Nicole's address is

2 Answer the questions.

- Why is Nicole writing this email?
- What did Nicole study at university?
- How long has Nicole worked at her job?
- Why did Nicole supervise the workers?
- Why does Nicole want to leave her job?
- Does Nicole say she works well with other people? Copy the sentence that gave you the answer.

DID YOU KNOW?

These days many workers work either partly or completely from home. A recent UK survey found that 39% of people work from home, 25% work every day from an office and 24% have a hybrid work model, which means they have to go to the office some days each week, but work from home the other days.