

## Reading Emails: Jobs



Instructions: Read the emails below and answer the questions.

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To: Show BCC

Cc:

Subject: Job Interview Plain Text

Hi Mark,

I just found out that I have a job interview scheduled for November 8th. It will be for the position of front desk agent at the Best Rest Hotel. I really hope I get this job because it is very close to where I live. I could walk to work. I am nervous about the interview because my English skills are not very strong. But the manager, Maria Abed said it is okay that English is not my first language. She said they like having people who speak different languages at the hotel. I have been practicing answering question so I will be ready for the interview. They asked me to bring a list of 3 references to the interview. I already have 2 people to use as references. Could I use you as a reference too? Let me know as soon as possible.

Thanks,

John

Questions:

1. Who is the email for? John Mark Maria
2. Who is the email from? John Mark Maria
3. What is the email about? New job Job interview Front desk agent
4. What is the new job? November 8<sup>th</sup> Best Rest Hotel Front desk agent
5. Where will he be working? Reference Best Rest Hotel Maria Abed
6. What does John want Mark to be? His boss reference friend
7. How does he feel about the interview? excited nervous sad

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To: Show BCC

Cc:

Subject: New Job Plain Text

Hi Jane,

I just found out that I got the job at the grocery store. I will be a cashier at Jiffy Shop. I had the interview on October 8<sup>th</sup> and I didn't hear from them for 3 weeks. I was worried they didn't like me. But last night I got a phone call from the manager John McKenzie. He said I was hired and I could start the new employee training session next week. After I finish my training, I can start working. The training session is 10 days long. My first day of work as a cashier will be November 15<sup>th</sup>. I am so excited to start my new job because I really need to start earning money. It will be part-time for the first 3 months, then the manager said he will move me to a full-time position. I will also start getting benefits after 3 months. Thank you again for being my reference for this job – I think that really helped. You are a good friend! I will let you know in a few weeks how things are going.

Take care,  
Susan

### Questions:

1. Who is the email from? Jane John Susan
2. Who is the email for? Jane John Susan
3. What is the email about? New job October 8<sup>th</sup> Cashier
4. What is the new job? 10 days October 8<sup>th</sup> Cashier
5. How long is the training? 10 days October 8<sup>th</sup> Cashier
6. When is the first day of work? October 8<sup>th</sup> November 15<sup>th</sup> tomorrow
7. How does she feel about the new job? worried excited sad
8. What did Jane do to help Susan get the job? be a reference call manager
9. Susan will start working full-time after 2 months. True False
10. How does she close the conversation? Hi Take care Thanks so much