

Reading a Note		Reading Assessment
Theme: Dealing with Household Problems		CLB Level: 3
Topic: Note to the Landlord	Competency: Interacting with Others	

Student name: _____ Date: _____

January 28, 2022

Dear Mrs. Boucas,

My name is Kathy Johnson and I live in apartment 2118. I am writing to inform you know that the outside security lights stopped working one week ago. I have tried calling your office several times, but it still hasn't been fixed! This is a problem because I get off work late at night and I have to walk alone to get into the building. This is a big safety issues and I feel very unsafe at night.

Could you please fix this problem immediately?

Thank you for your immediate attention to this matter.

Sincerely,

Kathy Johnson

519-992-1556

Instructions: Read the note to the landlord and answer the questions.

1. Who wrote the note?
 - a. Kathy Johnson
 - b. Mrs. Boucas
 - c. The landlord
2. What is the closing used in the note?
 - a. Thank you so much
 - b. Dear
 - c. Sincerely
3. What is the problem?
 - a. The tenant works late at night.
 - b. The office is not answering tenant's calls.
 - c. The security lights outside are not working.
4. When did the problem start?
 - a. On January 21
 - b. yesterday
 - c. on January 28
5. When someone says, "I am writing to inform you" they are____.
 - a. giving a suggestion
 - b. giving reason for writing
 - c. making a request
6. We can say the problem is____.
 - a. Very serious
 - b. Somewhat serious
 - c. Not serious at all
7. What did Kathy do to try and solve the problem?
 - a. She called the landlord's office.
 - b. She stopped working at night.
 - c. She stayed in her apartment.
8. How is Kathy feeling?
 - a. worried
 - b. happy
 - c. safe
9. Who would a good person to fix this problem?
 - a. A carpenter
 - b. An electrician
 - c. A plumber
10. What does Kathy say to make a polite request?
 - a. Send someone right away.
 - b. Could you please fix this problem?
 - c. Fix it immediately.

11. The landlord is not responsible for fixing this problem.
a. True b. False
12. This problem is urgent.
a. True b. False

Success = 9/12	Score: ____/12	Pass: ☐ Yes ☐ No
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