



Hello. My name is Marcia Ibañez. I work in a large company in Trinidad, Beni.

We make bottles and cans for soft drinks. I am a secretary. I answer the telephone and take messages. I also use a fax machine and a computer.

My first language is Spanish, but sometimes I speak in English. Many of our clients are from the United States.

My supervisor is Mr. Vaca. He is an engineer. I start work at 8:00 am. I usually drive to work.

I have lunch from 1:00 pm to 2:00 pm. I finish work at 5:30 pm. I go home and help my mother prepare dinner. After dinner I usually watch television for a while. I usually go to bed at 11:00 pm.



#### READING COMPREHENSION. DRAW LINES AND MATCH

- |   |                                |
|---|--------------------------------|
| • What is her name?                       | △ A fax machine and a computer |
| • Where does she work?                    | △ Spanish                      |
| • What does her company make?             | △ United States                |
| • What does she do?                       | △ Mr. Vaca                     |
| • What does she use at work?              | △ She Works in Trinidad        |
| • Which is her first language?            | △ English                      |
| • What language does she sometimes speak? | △ Her name is Marcia           |
| • Where are her clients from?             | △ She is a secretary           |
| • What is her supervisor's last name?     | △ They make bottles and cans   |
| • What time does she have lunch?          | △ At eleven o'clock pm.        |
| • What time does she finish work?         | △ From one to two o'clock pm.  |
| • How often does she watch tv?            | △ Usually                      |
| • What time does she go to bed?           | △ Half past five               |