



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