

3 READ

READING SKILL Skim

Skim means you read quickly to get the general or main idea. Don't read every word.

A ▶ 01-20 Listen. Read the contact information. What information do they have? Check (✓) all the correct answers.

- | | | | |
|-------------------------------|--|------------------------------------|--|
| ☐ name | ☐ email address | ☐ job title | ☐ office location |
| ☐ age | ☐ home address | ☐ language | ☐ phone number |



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Help

Credits



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