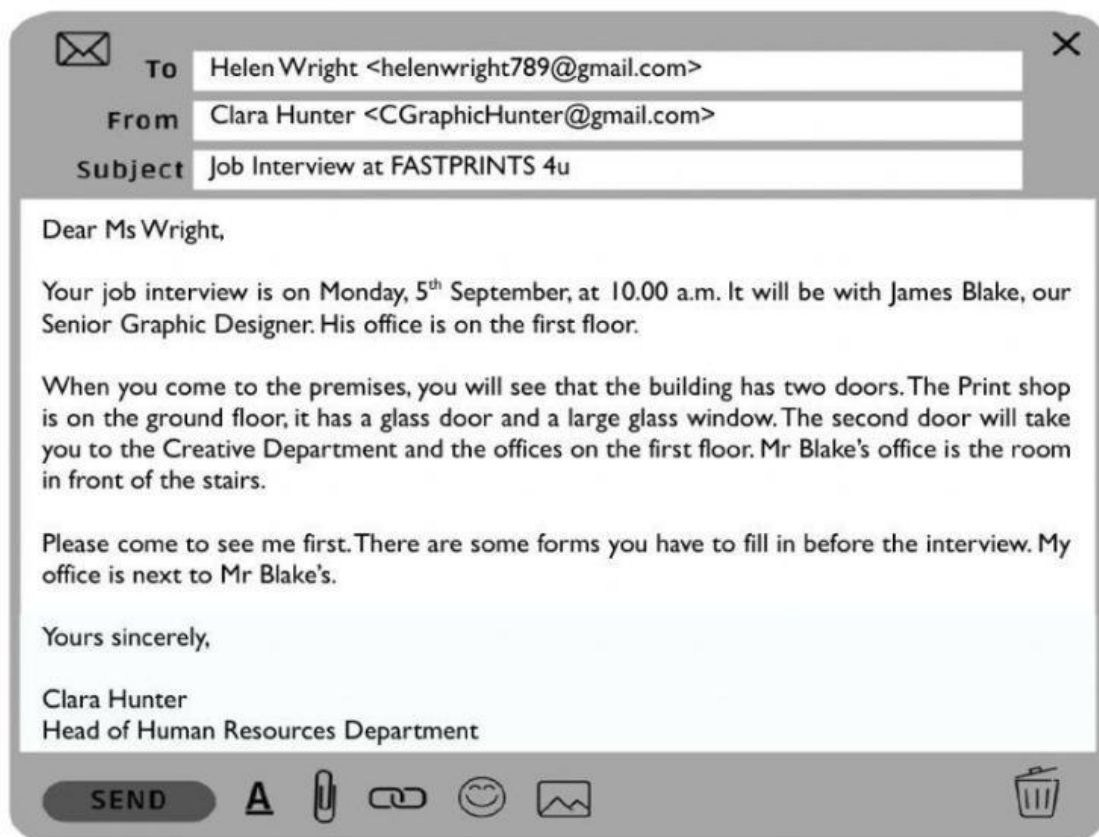


READING COMPREHENSION: AN E-MAIL SCHEDULING A JOB INTERVIEW

Read the e-mail, then answer the questions. Follow the instructions given in class.



QUESTIONNAIRE

1. Who is the sender?
2. Who is the recipient or receiver?

3. What is the subject?
4. What is the purpose of the document? Choose an option.
 - Schedule a meeting
 - Reschedule a meeting
 - Cancel a meeting
5. What is the Language register? Choose an option.
 - Formal register
 - Neutral register
 - Informal register
6. What is the Opening salutation? Choose an option.
7. What is the Closing salutation or Valediction? Choose an option.
8. What is the sender's job title?
9. What company does the sender work for?
10. The building has two floors. What is on the ground floor?
11. What is on the first floor?
12. Who is the job interviewer?
What is his/her job title?
13. What date will the interview take place?
What time is it going to be?
14. Before the job interview takes place, what task must the receiver do?