

JOB READING EXERCISES

Task One: Complete the conversation. What does Tim say to Jane? Write the letter

Jane: Hi, I haven't seen you since you got your new job. How's it going?

Tim: (1) _____

A The problem is the boss.

Jane: What's wrong? You don't look very happy. Don't you like it?

Tim: (2) _____

B No, actually I'm well paid.

Jane: Is it a hard job? Do you have to work very long hours?

Tim: (3) _____

C Well, it's going OK.

Jane: Is the pay bad then? Do you earn very little?

Tim: (4) _____

D He's awful. He shouts all day long.

Jane: I don't understand. What is the problem then?

Tim: (5) _____

E No, I win a lot of money.

Jane: Oh dear! I didn't think of that. What's he like?

Tim: (6) _____

F I like him a lot.

G Yes, I do like it but...

H No, it isn't the hours.

Jane: Poor Jim!



Task Two: Complete these letters. Write one word for each space.

Dear Mr. Matthews:

I am (1) _____ I cannot come (2) _____ work this week. I (3) _____ got a very bad backache. The doctor says I (4) _____ stay in bed (5) _____ a week. If you (6) _____ me to do some work in bed please send me a note. (I can't answer the telephone!)

Sorry,

Richard

Dear Richard.

Don't worry. I don't want you to work (7) _____ bed. I want you to (8) _____ better soon.

I will come to see (9) _____ after work (10) _____ Wednesday.

Yours,

Mr. Matthews.

