READING COMPREHENSION

NAME: _____ DATE: _____

Context: A manager is introducing new software to a group of employees during a company meeting. The employees ask questions, raise concerns, and share their opinions as the manager explains the features and benefits of the software.

Manager: "Good morning, everyone. Thank you for joining this meeting. Today, I'll walk you through the new software we've developed for streamlining our processes. The main benefit is that it reduces repetitive tasks and saves time.

Employee 1: "It sounds promising. But wouldn't that require us to undergo training to learn the system?"

Manager: "That's a good question. Yes, there will be a short training session, but I'm sure you'll find it much easier to use compared to our current system.

Employee 2: "What happens if I make a mistake while entering data?"

Manager: "Good point. The system has an automatic error detection feature, so it will alert you if there's an issue. It's a lot more accurate because it uses advanced algorithms to validate inputs.

Employee 3: "I like the idea, but I'm not convinced that it will work smoothly with our existing tools."

Manager: "One of the problems is that integrating old systems with the new software can be tricky. However, our tech team is working to ensure a seamless transition.

Employee 4: "Will it let me customize my dashboard to focus only on what I need?"

Manager: "Absolutely. You'll be able to personalize your workspace. It might seem that you'd need to adjust your settings, but the default configurations are already user-friendly.

Employee 1: "Well, this definitely sounds like an improvement."

Manager: "Exactly. Let's embrace this change and enhance our efficiency together!"

Questions:

Type the correct answer.

What is the main benefit of the new software?

a) It uses advanced technology.

b) It reduces repetitive tasks and saves time.

c) It requires less training than other tools.

d) It is cheaper than the current system.

Why does the system detect errors automatically?

a) Because users make frequent mistakes.

b) Because it uses advanced error detection.

c) Because the manager said it was important.

d) Because it is highly customizable.

What concern does Employee 3 have?

a) That the software will be too expensive.

b) That the training will take too long.

c) That it won't work with current tools.

d) That mistakes can't be fixed.

What is the purpose of the training session?

a) To teach employees advanced coding.

b) To introduce the new software.

c) To ensure error-free data entry.

d) To customize dashboards.

What does the manager say about customizing dashboards?

a) It is not possible to implement.

b) It's complicated and time-consuming.

c) It's available and user-friendly.

d) It will require an additional cost.

True/False Statements: (Explain the false ones)

1. The main benefit of the software is time-saving and reducing repetitive tasks. ____

   _____

   _____

2. The manager believes the software is difficult to use compared to the current system. ____

   _____

   _____

3. Employees will need to learn advanced settings for the system to function. ____

   _____

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4. The system cannot integrate with old tools according to the manager. ____

   _____

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5. Employees can customize their dashboards if needed. ____

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