

READING COMPREHENSION

- DESCRIBING MY WORKPLACE -

Name: _____ **Date:** _____

Read the text and answer the questions below.

I work for a small marketing company in the city center. It's not too big, but there are a lot of things going on every day. We have many clients from different industries, so we always need to stay on our toes.

There are about twenty people in the office. That's enough to get the work done, but sometimes it feels like there are too few people when we're busy. Luckily, most of my coworkers are friendly and helpful. We have a few team meetings each week to catch up and share ideas.

Our office is modern and comfortable, but there isn't much space in the kitchen. There's only a little coffee left most mornings, and some people even bring their own! We don't have any free snacks, which is a pity, because everyone gets hungry in the afternoon.

The boss gives us a lot of freedom to work how we want, which is great. We're expected to meet our deadlines, of course, but no one breathes down our necks. I've learned to deal with pressure and not put things off. When things get too stressful, I try to take a break and go for a quick walk.

Working here has taught me that every job has ups and downs. Sometimes there's too much work and too little time, but I've also grown a lot. It's not perfect, but it's a place where I can make progress, and that's good enough for me.

1. How many people work in the office?

- A. About ten
- B. About twenty
- C. About thirty
- D. About fifty

3. What kind of company is it?

- A. A music company
- B. A travel company
- C. A marketing company
- D. A food company

2. Where is the office?

- A. Near the airport
- B. In the city center
- C. Next to a park
- D. In a village

4. What is the problem with the kitchen?

- A. It is too small
- B. It is always closed
- C. It has no fridge
- D. It is very dirty

5. What do some people bring to work?

- A. Their phones
- B. Their lunch
- C. Their own coffee
- D. Their jackets

6. What does the speaker say about the team?

- A. There are too many people
- B. People are not friendly
- C. They don't help each other
- D. Most people are helpful

7. How often do they have meetings?

- A. Every day
- B. Once a week
- C. A few times a week
- D. Once a month

9. What does the speaker do to relax?

- A. Drinks coffee
- B. Goes for a walk
- C. Talks to friends
- D. Reads a book

8. What must workers do?

- A. Arrive early
- B. Wear a uniform
- C. Clean the office
- D. Finish work on time

10. What does the speaker think about the job?

- A. It is too hard
- B. It is okay for now
- C. It is very bad
- D. It is not fun

☒ **Write True or False.**

- The office has many clients. ____
- The kitchen has a lot of coffee every day. ____
- Some people bring their own coffee. ____
- The speaker always works alone. ____
- The boss gives workers freedom. ____
- The speaker thinks the job has good and bad parts. ____