

# A Busy Morning at Work



**Read the text carefully.**

Listen to the story again and fill in the missing words.



It's Monday morning, and Mark is already at work. He's tired because he didn't sleep well last night. His phone didn't stop ringing, and he couldn't relax.

When Mark arrives at the office, he checks his emails. One message is from his manager. It says, "Don't forget today's meeting at 9 a.m." Mark looks at the clock and thinks, There's still time.

In the meeting room, everyone is talking about the company's new project. Anna's presentation is clear, and the team likes her ideas. Mark listens carefully because he knows it's important to understand his coworkers' expectations.

After the meeting, Mark calls his client. The client's question is simple, but Mark's answer needs to be clear. He explains the project's timeline and says, "If there's a problem, I'll call you."

By the end of the morning, Mark feels better. He thinks, Today's busy, but it's going well.

# Activity



## Comprehension Questions

Answer the questions.

- Why is Mark tired in the morning?

---

- What does Mark's manager remind him about?

---

- Who gives a presentation in the meeting?

---

- Why does Mark listen carefully during the meeting?

---

## Grammar Practice – Apostrophes

Apostrophes are used in English for:

### Contractions (short forms):

I'm = I am  
don't = do not  
it's = it is

### Possession (showing ownership):

Sarah's bag  
the company's rules  
girls' toy (ending in 's')

Find apostrophes in the text and write them in the table.

--