

Read some short messages to practise and improve your reading skills.

## Before reading

Do the preparation task first. Then read the text and do the exercises.

### Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

#### Vocabulary

1. .... noon
2. .... secretary
3. .... to call back
4. .... p.m.
5. .... ready for collection
6. .... a.m.
7. .... a drawer
8. .... to lock

#### Definitions

- a. to call a person who left you a message
- b. someone who answers the phone and helps in an office
- c. ready for you to get
- d. 12.00
- e. before 12.00
- f. after 12.00
- g. to close with a key
- h. a part of a desk where you can keep things

## Reading text: Notes at work

Mario called.  
He wants you to call back before 7 p.m.

Sales meeting this afternoon at 12 noon.  
Meeting Room 2.

Pens ready for collection between 10 a.m.  
and 3 p.m.

Jackie is leaving the office at 4 p.m. today.  
Please remember to lock the doors. The  
keys are in your drawer.

## Tasks

### Task 1

Write the times in the correct group.

4 p.m.	10 a.m.	8 p.m.
11 a.m.	1 p.m.	7 p.m.
3 p.m.	8 a.m.	10 p.m.

Morning	Afternoon	Evening/Night

### Task 2

Circle the best answer.

1. What time is your sales meeting?
  - a. 12 midnight
  - b. 2 p.m.
  - c. 12 noon
2. Where is the sales meeting?
  - a. In Meeting Room 2.
  - b. In your drawer.
  - c. In the office.
3. What must you do before 7 p.m.?
  - a. Call Mario.
  - b. Collect the pens.
  - c. Leave the office.
4. When can you collect the pens?
  - a. 9 a.m.
  - b. 2 p.m.
  - c. 4 p.m.
5. What must you do with the keys?
  - a. Go to a meeting.
  - b. Give them to Jackie.
  - c. Lock the doors.
6. Where are the keys?
  - a. In Meeting Room 2.
  - b. In your drawer.
  - c. In Jackie's office.

**Task 3**

Are the sentences true or false?

	<b>Answer</b>	
1. You must call Mario tomorrow morning.	True	False
2. Mario will call you later today.	True	False
3. The sales meeting is at night.	True	False
4. Your secretary, Jackie, is leaving the office this afternoon.	True	False
5. You can collect the pens this evening.	True	False
6. The keys for the pens are in your drawer.	True	False

**Discussion**

How do you normally leave messages for people? Do you send text messages or do you leave notes?

## Answers

### Preparation task

1. d
2. b
3. a
4. f
5. c
6. e
7. h
8. g

### Task 1

Morning	Afternoon	Evening/Night
8 a.m. 10 a.m. 11 a.m.	1 p.m. 3 p.m. 4 p.m.	7 p.m. 8 p.m. 10 p.m.

### Task 2

1. c
2. a
3. a
4. b
5. c
6. b

### Task 3

1. False
2. False
3. False
4. True
5. False
6. False