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Name: _____

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L3a Short Comprehension Set 2

Read the passage carefully and give short answers to the following questions.

Williams & Williams
104 Castle Road
Beechtown

Tel.: 5867 4930

Email: info@williamsandwilliams.org

Dear Rachel,

Thank you for application to the role of secretary to Jeffrey Williams. I am pleased to inform you that you have been invited for an interview. The interview will take place at the Williams & Williams office on Thursday 15th June and last from 10am until 2pm. The schedule is as follows:

10am-10.30am	Tour of Williams & Williams
10.45am-11.15am	Interview with Kat Lindsay, Head of HR
11.30am-12.00pm	Typing and telephone trial
12.15pm-12.45pm	Interview with Jeffrey Williams
1.00pm-2.00pm	Lunch with Kat, Jeffrey and myself

As you know, being a secretary requires fast typing skills and a polite telephone manner. The trial will test your typing speed (in words-per-minute) and also include a sample phone call with a client.

Please let us know that you are able to attend the interview as soon as possible via the details above. If you have any questions about the interview process, you can contact the Deputy Head of HR, Susan Bradley, at 1928 3746 or susan.bradley@wandw.com.

Yours sincerely,

Harriet Porter

Ms Harriet Porter

Head of HR | Williams & Williams

1. What is the text type of the passage above?

- a) Email
- b) Menu
- c) Notice
- d) Letter

2. The word _____ in the passage means to let someone know something.

3. Rachel's visit will include _____ interviews, a _____ of the office, and _____ with three other people.

4. Rachel will have to do a typing trial because _____. She will also have to do a _____ to make sure she will be courteous when on the phone.

5. To confirm her attendance at the interview, Rachel should call using the number _____. To get more information about the day, she should call using the number _____ or alternatively she can _____.

6. Which of the following sentences is **true**?

- a) Jeffrey Williams has applied for the role of secretary.
- b) The whole interview process will take 3 hours.
- c) Most parts of the interview process will last for half an hour.
- d) Susan Bradley is more important than Harriet Porter.