

# A Day at the Office

COMPREHENSION • VOCABULARY • DISCUSSION

## INTERACTIVE ONLINE TEST

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## Reading Passage

Read the passage carefully. Each paragraph is labelled with a letter for easy reference.

- A** Maria works at a large marketing company in the city. She is a marketing assistant. Every morning, she arrives at the office at 9 AM. Maria starts her day by checking her emails and responding to customers. She helps her team with various projects. At 12 PM, she has lunch with her colleagues, and they usually eat at a nearby café. After lunch, Maria attends meetings where she discusses new ideas for advertising. In the afternoon, she writes reports about their progress. Maria leaves the office at 5 PM. She enjoys her job because she likes working with people. On Fridays, the team celebrates their small successes with cake. Maria feels happy when they work together and share these moments.

## Vocabulary Glossary

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Key words and phrases from the passage. Study them before attempting the exercise below.

WORD / PHRASE	DEFINITION	EXAMPLE SENTENCE
<b>marketing assistant</b>	a person who helps with advertising and selling tasks in a company	<i>The marketing assistant helped prepare the new ad campaign.</i>
<b>responding</b>	answering someone or replying to something	<i>She is busy responding to customer emails.</i>
<b>colleagues</b>	people you work with, especially in a job	<i>He always has lunch with his colleagues.</i>
<b>meetings</b>	when people come together to talk about work or other topics	<i>They have meetings every Monday morning.</i>
<b>advertising</b>	the activity of telling people about products to make them buy	<i>She works in the advertising department.</i>
<b>reports</b>	written or spoken descriptions about something, often work	<i>The manager reads all the reports carefully.</i>
<b>progress</b>	the process of improving or getting closer to a goal	<i>They are making good progress on the project.</i>
<b>celebrates</b>	to do something enjoyable because of a special occasion	<i>The team celebrates their success with a small party.</i>

### Vocabulary Exercise — Fill in the Blank

Use one word or phrase from the glossary above to complete each sentence. Each item is used only once. Answers are on the final page.

1. Maria is a \_\_\_\_\_ at a large marketing company.
2. She spends the morning checking and \_\_\_\_\_ to emails.
3. Maria has lunch with her \_\_\_\_\_ at a nearby café.
4. After lunch, Maria goes to \_\_\_\_\_ to discuss ideas.
5. They talked about new ideas for \_\_\_\_\_.
6. On Fridays, the team \_\_\_\_\_ their small successes with cake.

## Comprehension Questions

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*These questions are different from the online practice test. Choose the best answer (A, B, C, or D). Answers and explanations are on the final page.*

### Question 1

**What time does Maria leave the office?**

- A. 4 PM
- B. 5 PM
- C. 6 PM
- D. 7 PM

### Question 2

**Why does Maria enjoy her job?**

- A. She likes the salary.
- B. She enjoys working alone.
- C. She likes working with people.
- D. She enjoys the long hours.

### Question 3

**What does Maria do after lunch?**

- A. Writes reports
- B. Checks emails
- C. Meets clients
- D. Plans parties

### Question 4

**What do Maria and her team do on Fridays?**

- A. Have a meeting
- B. Go home early
- C. Celebrate with cake
- D. Work overtime

### Question 5

#### Where does Maria discuss new ideas?

- A. At the café
- B. In meetings
- C. During lunch
- D. In her reports

### Discussion & Writing Prompts

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*Each prompt references a specific detail from the passage above. Use for classroom discussion or a short written response (150–200 words).*

1. Paragraph A mentions Maria arrives at the office at 9 AM. Do you think starting work at 9 AM is ideal, or would you prefer a different start time for your workday?

2. According to the passage, Maria and her colleagues celebrate with cake on Fridays. In your opinion, how important are such celebrations at work for team spirit?

3. Maria helps with various projects throughout her workday, as stated in Paragraph A. What are the benefits and challenges of working on multiple projects at the same time?

# Answer Key

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## COMPREHENSION QUESTIONS

Q1 B

Q2 C

Q3 A

Q4 C

Q5 B

## VOCABULARY EXERCISE

FIB1 marketing assistant

FIB2 responding

FIB3 colleagues

FIB4 meetings

FIB5 advertising

FIB6 celebrates

## Comprehension Question Explanations

Why the correct answer is right — and why each wrong option is incorrect.

### 1. What time does Maria leave the office?

✓ B — 5 PM Maria leaves the office at 5 PM, as mentioned in the passage.

✗ A — 4 PM Maria leaves an hour later than 4 PM.

✗ C — 6 PM Maria leaves the office earlier than 6 PM.

✗ D — 7 PM Maria does not leave as late as 7 PM.

### 2. Why does Maria enjoy her job?

✓ C — She likes working with people. The passage states that Maria enjoys her job because she likes working with people.

✗ A — She likes the salary. The passage does not mention her salary as a reason.

✗ B — She enjoys working alone. Maria enjoys working with others, not alone.

✗ D — She enjoys the long hours. The passage does not mention long hours as a reason.

### 3. What does Maria do after lunch?

✓ A — Writes reports The passage states that Maria writes reports about their progress in the afternoon.

✗ B — Checks emails She checks emails in the morning, not after lunch.

✗ C — Meets clients There is no mention of meeting clients after lunch.

✗ D — Plans parties She does not plan parties after lunch.

### 4. What do Maria and her team do on Fridays?

✓ C — Celebrate with cake The passage states that the team celebrates with cake on Fridays.

✗ A — Have a meeting The passage does not mention having a meeting on Fridays.

✗ B — Go home early The passage does not indicate they go home early on Fridays.

✗ D — Work overtime The passage does not say they work overtime on Fridays.

### 5. Where does Maria discuss new ideas?

✓ **B — In meetings**

Maria discusses new ideas in meetings, as mentioned in the passage.

✗ **A — At the café**

*She does not discuss new ideas at the café.*

✗ **C — During lunch**

*She has lunch at the café, but does not discuss ideas there.*

✗ **D — In her reports**

*Reports are about progress, not discussing new ideas.*

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