**HOW TO BECOME A RECEPTIONIST**

**Global comprehension**

**1.*Complete the grid***

|  |  |  |  |
| --- | --- | --- | --- |
| Document | The woman’s mother’s job | Her job | Her skills |
|  |  |  |  |

**2.*After completing the grid, write what you understood.***

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|  |

**Detailed comprehension**

**3.Fill in the blanks to show that you understood the text.**

The main character is a woman who got her job ................her mother.

During..............., she went with her mother at the office where she worked as a legal............

The main character has good communication ........but she also had some ............. of Adobe Pagemaker.

She used this ............... when she was an .............. of a newspaper at her ........... School.

Now she works at State Farm and .............a lot with the................