Sadie’s Big Day at the Office

While reading
Pages 1–7

1 Are these sentences right (√) or wrong (✗)?
   a The people arrive at the office at half past nine.
   b Mrs. Meyer’s first name is Gladys.
   c The people in the office don’t understand Jeff.
   d Dylan is sometimes late.
   e The day before, Sadie worked very late.
   f Mia doesn’t like Sadie’s new dress.

2 Underline the wrong word and put the right one.
   a The bosses want interesting people in the office.
   ………………………
   b Jim works in a noisy office. ……………………
   c Sadie arrives early at the office.
   ………………………
   d Jeff talks very quickly to Mrs. Meyer.
   ………………………
   e The people in the office are angry.
   ………………………
   f Sadie’s dress was very short.
   ………………………

3 Put the underlined letters in the right place to make a word.
   a Jeff has a big emlsi …………………. on his face.
   b The bosses want happy koswerr ……………… in the office.
   c Jim’s office is iedbhn ……………… Mr. and Mrs. Meyer’s office.
   d Jeff can’t answer Liz’s tunqosei ……………….
   e The people in the office are going to have a big pseirurs ……………….
   f Mia likes the rlcoo ……………… of Sadie’s dress.

4 Put a word on the left with a word on the right
   arrive                        slowly
   have a                       about
   answer a                     down
   work                         an office
   go into                      at work
   call on                      question
   sit                          nice day
   talk                         the telephone

5 Put the words in the right place to make a sentence.
   a person Mr. Ellis a isn’t famous
   b bosses behind is Alvin standing the
   c team Sadie good is leader a
   d quick The want bosses meeting a
   e a Sadie work lot of does
   f happy The smiles workers big have

6 Circle the wrong word in the sentences.
   a There is going to be a meeting across about vacations.
   b Mr. Ellis is on in the phone.
   c There is a long line of people to in the cafeteria.
   d Mrs. Meyer wants to meet with for the office workers.
   e Joe can work on out Sadie’s team.
   f It was a very big day of at the office.

7 Finish the story with the right words.
   quiet meeting pay line famous listen
   The office workers want a meeting about (a) ……………… because they want a raise. And
   they think that a (b) ……………… person is coming to the office. In the cafeteria, the workers
   see Mr. and Mrs. Meyer at the front of a (c) ……………… Alvin wants the workers to be (d)
   ……………… because he is going to (e) ……………… to the bosses to hear what they are
   saying. Later, the bosses have a (f) ……………… to tell the workers some good news.

8 Answer the questions.
   a Who telephones Mia at the office?
   ……………………………………………………..
   b Where is there a long line of people?
   ……………………………………………………..
   c Who is at the back of the line?
   ……………………………………………………..
   d What does Mrs. Meyer want to talk about?
   ……………………………………………………..
   e Which new person can work with Sadie?
   ……………………………………………………..
   f What do Mr. and Mrs. Meyer want to say to the team?
   ……………………………………………………..
1 Put the right answers (1–10) with the questions.
   a What time do the workers start work? ….
   b Where do the bosses go after they talk to Jeff? ….
   c Which country does Dylan think Sadie and Joe are going to? ….
   d Who does Jeff talk to on the telephone? ….
   e What do the workers want a meeting about? ….
   f In the meeting, what do the bosses want to say to the team? ….
   g Who works late in the evening? ….
   h Who talks to Mia on the telephone? ….
   i When does Mrs. Meyer want to meet the workers? ….
   j Who likes the color of Sadie’s dress? ….
   1) Sadie.
   2) Joe Ellis.
   3) Mia.
   4) Late in the afternoon.
   5) They go into their office.
   6) Sudan.
   7) At nine o’clock.
   8) Thank you.
   9) Pay and vacations.
   10) Mrs. Meyers.

2 Finish the story with the right word or words.
difficult vacation cafeteria late meeting smiles office boss workers surprise

John and ten other (a) ………… arrive at their (b) ……… at eight o’clock. But Mary arrives at a quarter past eight. She is always (c) ………… Mr. Goldwyn is a very important person in the building. All the people work for him because he is the (d) …………. Today is going to be a (e) …………. day because they have a lot of work to do. At one o’clock, Mary goes to the (f) …………. to have a coffee and to eat. She meets Mr. Goldwyn. He has a (g) …………. for the people and he is going to tell them in a (h) …………. in the afternoon. Later in the afternoon, he says he wants people with happy (i) …………. on their faces at work. He is going to give all the people a (j) …………. for one week.

3 Are these sentences right (√) or wrong (✗)?
   a All the workers arrive at the office at ten past nine.
   b Mr. Meyer wants Jeff to talk to people about the big day.
   c Mia works in a big office.
   d Sadie arrived home at eleven o’clock the evening before.
   e Sadie is a slow worker.
   f Jeff tells Mr. Meyer that Sadie is late.
   g There is a long line of people in the office.
   h The workers listen to Mr. and Mrs. Meyer in the cafeteria.
   i The workers think that Sadie is going from the office.
   j The bosses are smiling before the meeting.

4 Circle the wrong word in the sentences.
   a In the morning, people are arrived arriving at the office.
   b It are is going to be an important day.
   c The office workers don’t doesn’t understand Jeff.
   d Jeff talks to Mrs. Meyer very quiet quietly on the telephone.
   e There is a an important meeting in the office.
   f Liz and Alvin are listen listening to the bosses.
   g Sadie is gone going  to the moon.
   h The workers want Sadie to staying stay.
   i The bosses would liked like a meeting.
   j Sadie is going to meet meeting Joe Ellis.

5 What is first in the book? Number the sentences, 1–10.
   a ….. Jeff tells Jim it’s going to be a big day.
   b ….. The workers talk about Sadie’s new dress.
   c ….. The workers are in a line in the cafeteria.
   d ….. Jeff tells Mrs. Meyer that Sadie is late.
   e ….. There is a meeting in the office.
   f ….. The bosses arrive at the office.
   g ….. Mrs. Meyers says Joe can work on the team.
   h ….. The workers don’t understand the bosses in the cafeteria.
   i ….. Joe Ellis telephones the office.
   j ….. Sadie arrives late at the office.