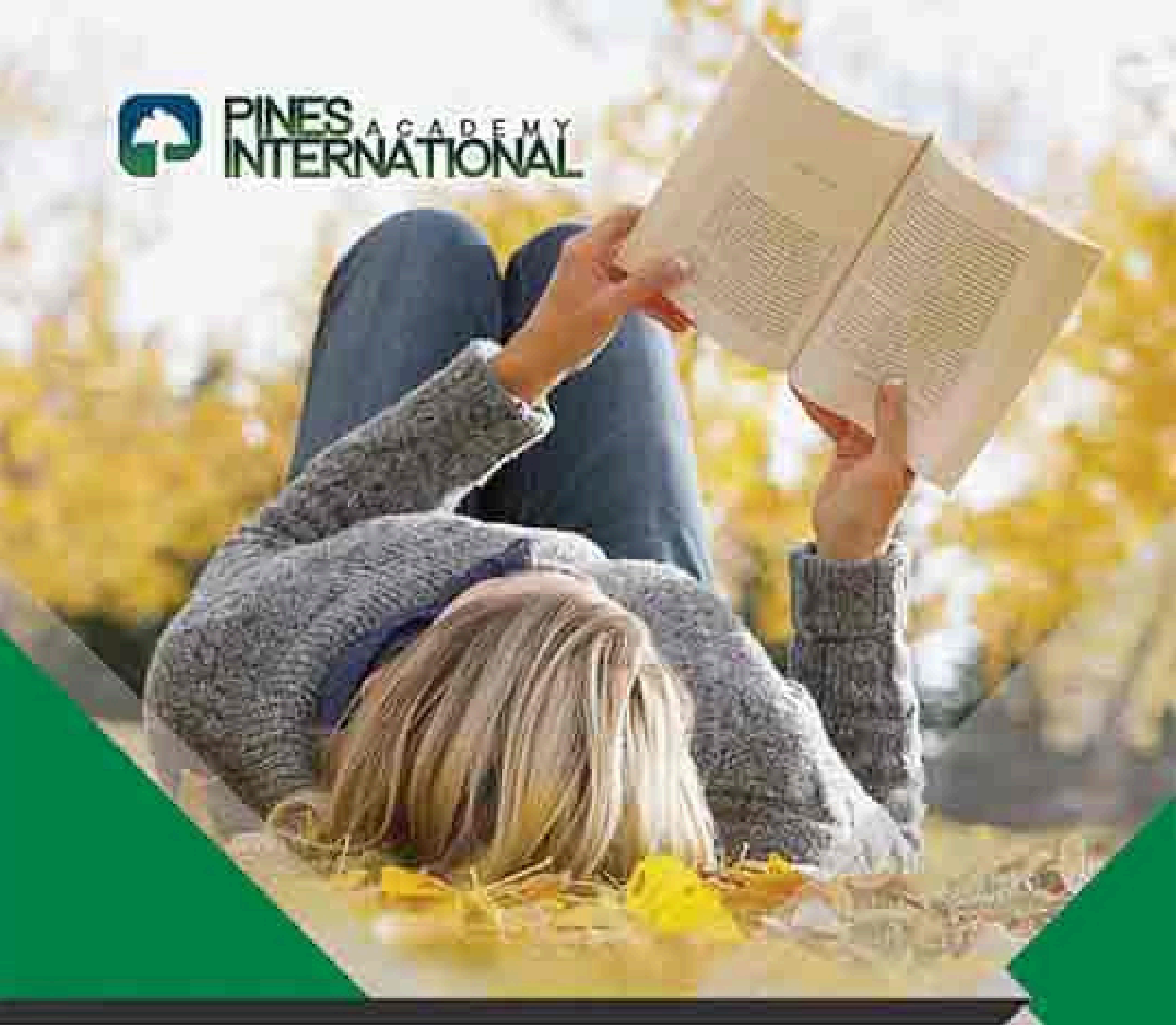




**PINES** ACADEMY  
**INTERNATIONAL**



# Comprehensive Reading 1



English as a  
Foreign  
Language

## Introduction

The book aims to develop the student's reading comprehension skills with passages related to everyday living. Reading activities start with familiar articles such as advertisements, letters, announcements, recipes, and labels, and end with more academic ones like short stories and passages from books. This explains the increasing difficulty of the reading articles as well as the questions.

The articles are taken from several ESL (English as Second Language) sites, thus explains the inconsistency in the number of questions. Like any other reading comprehension books, the comprehension questions include vocabulary, inference, detail, and rhetoric.

Having such variety of articles, the student's exposure to several situations in English is greatly facilitated. For example, students will realize the difference of the words used in recipes and letters. The articles can also be used to critically analyze how these are constructed which is significantly useful as samples for writing activities.

**Comprehension 1: Advertisement**

Are you setting up a small business? Worried about the costs of renting office space, and employing the right people?

Rebus Virtual Office World can help you. With our Basic Office Deal, we can set up a virtual office for you practically overnight.

We will give your business a professional image and our polite, friendly staff will handle your calls, and present your business in the best possible way. We can provide you with: a professional business address, a local phone number, and we will also handle mail.

For a more personal approach, with the option of forwarding mail and messages to your home address, don't hesitate to ask us about our Premier Office Deals.

**Comprehension Questions:**

1. Where is the text from?
  - a. A message from a business to a current client
  - b. An advertisement for a new business service
  - c. An email from one business worker to another
  - d. A newspaper article about a new business's success
  
2. What does the service provide?
  - a. Off-site staff to perform general office duties
  - b. A site where several businesses can locate their offices
  - c. Advice on how to make your business more professional
  - d. Temporary staff for local businesses
  
3. Which of the following is not included in the Basic Office deal?
  - a. A polite receptionist
  - b. A mail-forwarding service
  - c. A professional address
  - d. A telephone-answering service



## Comprehension 2: Formal Letter

Dear Helen,

I would like to congratulate you on organizing such an excellent and informative workshop. I know a lot of people learnt a great deal from it. Can you pass on my thanks to Doctor Friedman for his fascinating talk on Staff Motivation? I realize how lucky we were that he was able to find the time for us. The feedback from the staff was very positive. Let's hope we actually see an improvement in staff motivation as a result!

By the way, I'm missing my list of addresses of the delegates who attended. Did I happen to leave it in your office? It's just that I haven't seen it since our meeting on Friday.

Thanks again for a great day,

Anne

**Comprehension Questions:**

1. What is the main objective of the message?
  - a) to inform
  - b) to accuse
  - c) to make a request
  - d) to praise
  
2. What can be implied about the workshop?
  - a) All the delegates were staff from the same office.
  - b) It included several talks.
  - c) It lasted one day.
  - d) Motivation was the only topic discussed.