

READING COMPREHENSION

A. (Internal chat)

Hi Sarah, I'm working on the monthly report right now and I'm trying to find the latest sales figures, but I'm not seeing them in the shared folder. I'm checking all the documents, but I think something is missing. Are you updating the file at the moment?

B. (Internal chat)

Hi, I'm talking to a customer on the phone right now and I'm answering their questions about our new product. They're asking for more details, and I'm trying to explain everything clearly, but I might need some help.

C. (Message to team)

Hi everyone, I'm preparing the presentation for tomorrow's meeting and I'm putting the final slides together. At the moment, I'm checking the data and I'm making sure everything is correct.

D. (Email)

Dear John,
I'm writing to inform you that I'm working from home today. I'm attending online meetings and I'm replying to emails as usual, so please contact me if you need anything.

E. (Chat message)

Hi! We're setting up the meeting room right now for the conference. We're arranging the chairs, we're testing the projector, and we're making sure everything is ready before people arrive.

F. (Note on desk)

I'm having lunch at the moment and I'm sitting in the café across the street. I'm coming back to the office in about 30 minutes.

G. (Message to manager)

Hi, I'm working on two projects at the moment and I'm trying to finish both of them today. I'm feeling a bit overwhelmed because I'm dealing with a lot of tasks at the same time.

H. (Email to colleague)

Hi Alex, I'm organising the files in our system and I'm updating some old documents. I'm also deleting information that we don't need anymore, so everything is more organised.

1.

Thanks for telling me. Take your time to finish your lunch and don't worry about anything here. We're not having any urgent problems, so just come back when you're ready.

2.

I understand that you're very busy right now. Try to focus on one project first and then continue with the second one. If you need help, let me know and I can support you.

3.

That's great, thanks for the update. It's important that everything is ready before the conference starts. Let me know if you need any help with the equipment.

4.

Thanks for letting me know. It's good that you're still available online while you're working from home. I'll contact you later if anything important comes up.

5.

I think I'm updating the file at the moment, so that's probably why you can't see the latest version. Give me a few minutes to finish, and then try opening it again.

6.

That sounds like a good plan. Make sure to check all the data carefully so the presentation is clear and professional. I'm sure the meeting will go well.

7.

Thanks for your message. If the customer is asking for more detailed information, you can send them the product document. Let me know if you still need help after that.

8.

That's really useful work. Organising the files is very important because it helps everyone find information more easily. Let me know when you finish.

Find a synonym from this text for:

1) **give assistance:**

2) **occur unexpectedly:**