

Anhand der folgen Beispiele können Sie mögliche Aufgabenformen zum Leseverstehen und zur Textanalyse üben:

A Temporary Secretary

It's Monday morning and Jane is on her way to work. She's sitting on the train in the London Underground on her way to Hyde Park. Today she's working in a bank. She knows the people in the bank, they're very pleasant, so she's looking forward to seeing them again. Sometimes she doesn't like the people at work, and then the job isn't nice. Sometimes she thinks, 'Thank goodness I'm only a temp!' The work isn't very interesting at the bank. Usually Jane types a lot of figures and she thinks that's boring, but there is a lot of work to do, so the time passes quickly. She usually goes for lunch in a little cafe just round the corner from the bank with some of the bank clerks.

This week, Jane is working at the bank on Tuesday, too. She has the day off on Wednesday. She doesn't mind because she can do the housework and she can do the shopping. Sometimes she doesn't work on Monday or Tuesday, it changes from week to week.

Now it's Thursday. Jane doesn't get up until eight o'clock this morning because she is working quite near her flat. She can walk to work too because the firm is only five minutes away. It is an electronics firm and Jane likes working there because the work is interesting. They have a good cheap canteen too, so she can save money on meals.

Tomorrow, Jane is working at a new firm. It's called Ace Engineering and it's based in Fulham. Jane's looking forward to working there because it's a new place.

And that's Jane's week. Monday and Tuesday at the bank, Wednesday at home, Thursday at the electronics firm, and Friday at a new firm in Fulham. That's why Jane likes being a temp - she travels all over London and makes lots of new friends. She's never bored because there isn't time to get bored with either the job or the people!

Jane is a temporary secretary. She works for an agency in London. Lots of her friends are secretaries too, but they have permanent jobs with one firm. They think Jane is silly to work as a temporary secretary. 'It's much easier to work for one firm,' they say, but Jane doesn't agree. She likes working in different places, she likes meeting new people and she likes doing different kinds of work. 'It's never boring when you work as a temp,' she says.

Jane works very hard. People only want to employ temps when there's a lot of work to do. She never has a lot of free time during the day when she's working. Sometimes she doesn't even have time to go out for lunch. She often has lunch at her desk - perhaps a sandwich and a yoghurt and a cup of coffee.

(source: unknown)

Aufgabenbeispiel 1: Leseverstehen

Decide whether these sentences are right or wrong.

Correct the incorrect sentences.

1. Jane is having a holiday in London.
2. She hates her job at the bank.
3. She passes her lunchbreak with some colleagues every day.
4. This week, Jane does not work on Wednesday.
5. Normally, she has regular working days.

Lösungen:

1. Jane is having a holiday in London. (Wrong > She works there)
2. She hates her job at the bank. (Wrong > When the people at work are pleasant, she enjoys her job there.)
3. She passes her lunchbreak with some colleagues every day. (Wrong: Sometimes she has lunch at her desk because she needs to save time)
4. This week, Jane does not work on Wednesday. (Right)
5. Normally, she has regular working days. (Wrong: Her timetable changes from week to week.)
6. On Thursday, Jane takes the underground to go to work. (Wrong: She can walk to the electronics firm where she works on Thursday.)
7. Jane feels lonely and bored because she spends so much time travelling to her different jobs. (Wrong: She makes a lot of new friends and doesn't have any time for boredom.)

Aufgabenbeispiel 2: Textanalyse

Use your own words to work with the text and to write about your own opinion. (You should write 150-200 words.)

1. Point out whether Jane likes her working week.
 2. Name the disadvantages of working as a temp.
 3. Think of three problems customers of a company employing temps may have and describe them. Give examples.
 4. Explain whether you prefer a permanent or a temporary job.
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Aufgabenbeispiele für den Grammatikteil:

Choose and tick the correct answer:

1. Tom is the _____ cat in town.

- a) most beautiful
- b) beautifulst
- c) beautyfullest
- d) most beautiful

2. Jane _____ a new computer last month.

- a) buys
- b) buyed
- c) buid
- d) bought

3. I _____ spend my holidays in England next year.

- a) am
- b) will
- c) go
- d) was

4. “___ a famous person?” – “No, I haven’t”

- a) Did you ever meet
- b) Have you ever met
- c) Have you ever meet

5. “Where _____ (1) on holidays last year?”

- “We _____ (2) to France. _____ (3) there before?”

- | | | |
|-------------------|---------------|------------------------|
| 1a) did you go | 2a) have gone | 3a) You ever have been |
| 1b) have you been | 2b) did go | 3b) Went you |
| 1c) did you went | 2c) went | 3c) Have you ever been |

6. Decide where the words in brackets belong in each sentence.

- 1 _____ (a) Kirsten has _____ (b) left the office _____ (c). (just)
- 2 Have you _____ (a) met _____ (b) his mother _____ (c)? (yet)
- 3 I _____ (a) have _____ (b) finished _____ (e) my homework. (already)

7. Do you remember the man _____ we met in London?

One of the following answers is wrong. Which one?

- a) who b) - c) which d) that

8. “Could I have the sugar, please?”

- “_____.”

- “Thanks”

- a) Here you are b) Here it is c) Please

9. You _____ take a taxi. I can pick you up.

- a) haven’t to b) mustn’t c) don’t have to

10. Normally Lisa drives _____.
 a) terrible fastly b) terribly fast c) terribly fastly d) terrible fast
11. Hannah is a _____ girl and she's also very _____.
 a) beautiful ... easily going b) beautiful ... easy going c) beautifully ... easy going
12. Phoning a hotel:
 Guest: "I _____ a reservation."
 Receptionist: "I'm sorry, we're _____."
 a) like to make ... fully booked b) 'd like to make... booked out
 c) 'd like to make... fully booked
13. Making a complaint:
 Guest: "I _____ (1) afraid there's a problem. There are no towels in our room"
 Receptionist: "Oh. I _____ (2) sorry. I _____ (3) what I can do."
 1a) 'm b) 'll be c) 'm going to be
 2a) - b) be c) 'm
 3a) see b) 'll see c) want see
14. *The following sentence can be written in another way:*
"I buy and sell a lot on eBay, it's fun."
Which of the following sentences is correct?
 a) Buying and selling on eBay is fun.
 b) To buy and to sell on eBay is fun.
 c) To do buying and selling on eBay is fun.
15. "How long _____ in Berlin?" - "_____ six months."
 a) do you live.... For b) have you lived... For c) are you living... Since
 d) have you lived... Since
16. When I was young, I _____ go to a lot of parties.
 a) use to b) used to c) used
17. Sue thinks she _____ the job.
 a) gets b) get c) 'll get
18. In a department store:
 Assistant: "Good morning. _____ (1) I help you?"
 Customer: "Yes. I'm looking for _____ (2)."
 Assistant: "How about _____ (3)? _____ (4) size L."
 Customer: "Thanks."
 1 a) Will b) How will c) Can
 2 a) a pair of jeans b) a jeans c) a pair jeans
 3a) these b) this c) these one
 4a) They have b) They're c) Their

Lösungen:

1) a	9) c
2) d	10) b
3) b	11) b
4) b	12) c
5) 1a 2c 3c	13) 1 a 2c 3b
6) 1b 2c 3b	14) a
7) c	15) b
8) a	16) b
	17) c
	18) 1 c 2a 3a 4b