Worksheet 5. Reading: Ada’s Advice

Read these two questions from Ada’s Advice in the newspaper. Then complete the sentences. Write the letter of the correct phrase in the space.

a. be alone  
b. get angry  
c. look in the newspaper  
d. make an appointment  
e. meet other people  
f. quit your job

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Ada’s Advice

Dear Ada:

I work in a small office. I like my job, but I don’t like my boss. She gives me too much work, and I can’t finish it. She complains that I am too slow, but the truth is that there is too much work. Should I quit my job? --Mad in NYC

Dear Mad:

No, you shouldn’t ______. Don’t be mad. Your boss may not realize that you have too much work to do.

You should ______ with her and talk to her frankly about the problem.

When you talk to her, don’t ______. Show your boss that you are willing to work hard. Show her the amount of work that you have, and tell her how long each task takes. Ask her for suggestions about how to solve the problem. Ada

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Dear Ada:

My father-in-law died two years ago, and now my mother-in-law lives with us. She misses her husband so much. She is always very sad. She feels very lonely, I know. I would like to help her but I don’t know how. Do you have any suggestions? -- Sad in San Francisco

Dear Sad:

Your mother-in-law is depressed. She should ______ like her, people who are widows and widowers, too. You should ______ or online to find groups of widows and widowers in your area. They do many social activities together. She can make some new friends so she won’t feel alone.

This is a sad time for your mother-in-law, but it will be helpful if she can meet others who are in the same situation. She shouldn’t ______. Ada