

Comprehension

Dialogue

Read the dialogue below and answer the questions that follow in full sentences.

Janet: Where is my letter?

Shifra: Which letter?

Janet: The application I wrote to seek the post of secretary.

Shifra: I have no whereabouts of it.

Janet: Then it is lost.

Shifra: Write another one.

Janet: It is hard I have no idea.

Shifra: What do you mean?

Janet: It is Jacob who assisted me to write.

Shifra: Come on. It is something very easy. Get a pen and paper.

Janet: You mean you know how to write one?

Shifra: Write your address, date, recipient's address and the salutation.

Janet: Is that all?

Shifra: Follow it with the Re, express and give reasons why you think you are capable of that post.

Janet: Thank you very much, Shifra. I can now write an application.

Shifra: You are lucky to learn from your carelessness.

Questions

1. Who are involved in the above dialogue?
2. What is the dialogue about?
3. Which of the two girls knows how to write an application?
4. According to the dialogue, what happened to Janet's letter?
5. Which post had Janet applied for?

6. Why did Shifra advise Janet to write another letter?
7. Do you think Shifra knew where Janet's letter was?
8. According to the dialogue, what follows the date when one is writing an application?
9. Why do you think Janet had to thank Shifra?
10. Give another word or group of words with the same meaning as the underlined words in the dialogue.
 - i) Seek
 - ii) Post
 - iii) Whereabouts
11. Give the dialogue a suitable title