Two-Week Notice

Pre-reading

Questions:
• What is a two-week notice?

Definitions:
• Clerk – a person who sells things at a store
• Apply – to make a request to do or get something
• Wise – able to make good choices; smart
• Notice – a statement that lets someone know you will be leaving or moving

Reading

Lea would like a new job. She has worked at a child care center for three years. She knows there are clerk jobs open at the food store. She applies and gets the job! She is happy.

Lea starts her new job in two weeks. She needs to tell her boss at the child care center about her new job. She knows it is wise to give him a two-week notice.

Lea’s boss thanks her for the notice. He wants to hire a new worker before Lea leaves for her new job. Lea can help the new worker learn the job. Lea’s boss puts the child care job opening in the newspaper.

Lea leaves her old job on good terms. Her boss is pleased with Lea. He wishes her well in her new job.

Level 1.5
Understanding

1. What is Lea’s old job? _____________________________
   ____________________________________________________

2. What is Lea’s new job? _____________________________
   ____________________________________________________

3. When does Lea start her new job? ___________________
   ____________________________________________________

4. What does Lea’s boss do to hire a new worker? ______
   ____________________________________________________

5. What does the word **pleased** mean in this story? ____________
   ____________________________________________________

Writing

**Choice A:** Retell the story in your own words.

**Choice B:** Write about giving your own two-week notice.

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