

1. (work) I work in the main office.
2. (work) Mr. Wilson works very hard.
3. (have) Mr. Wilson has a private office.
4. (have) I have my own secretary.
5. (write) Miss Peter writes letters for me.
6. (write) I write reports for Mr. Wilson.
7. (study) Mr. Wilson studies the reports.
8. (study) I study the information carefully.
9. (read) My secretary reads all of the mail.
10. (read) I read only the important letters.
11. (collect) Smith and Green collect information.
12. (collect) Miss Peter collects information too.
13. (send) Mr Wilson sends many letters to customers.
14. (send) I send letters to other companies.
15. (study) Mr Wilson studies the report carefully.
16. (study) I often study statistics.
17. (give) They give the information to my secretary.
18. (give) She gives the information to me.
19. (answer) I answer the letters.
20. (answer) My secretary answers the other letters