Vocabulary Unit 6

1. Complete the sentences using the following words:

I'm afraid || order || colleague || details || reference || delivery date || correspondence || apologise || handwriting || courier || reply || mistakes || phone

a. Don't worry, I got all the _____ for your order.
b. Sarah's email was full of _____. There were different grammar and punctuation errors.
c. My _____ is a bit strange, so it's sometimes difficult to understand what I write.
d. I've been checking our previous _____. I found three emails and a letter related to this order.
e. My _____ number is GS123123. I would like to place an _____ for 500 lamps.
f. _____ Mr. Smith is not in the office at the moment. Can I take a message?
g. I want to _____ for not contacting you earlier. I'm sorry, we were very busy.
h. Hello, my name is Maria. I called an hour ago and spoke to your _____ John. He told me to _____ back in an hour and ask for Peter. Is he available?
i. What _____ should we choose for our parcel? DHL or MRW?
j. Mike has to _____ to Jenny's email. She's been waiting for an answer all week.
k. The new _____ for this parcel is 15th of January.

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