

## actions

**1 A**  Choose the correct word to complete the sentences.

- 1 We should make a ..... of all these good ideas.  
**a** look                      **b** note                      **c** gift
- 2 It's kind to ..... the door open for people.  
**a** hold                      **b** carry                      **c** take
- 3 I'll ..... your suitcase to the car for you.  
**a** carry                      **b** hold                      **c** make
- 4 I always ..... my son's hand when we're out.  
**a** bring                      **b** carry                      **c** hold
- 5 Let's take a ..... at the new art shop.  
**a** hold                      **b** look                      **c** time
- 6 Here, I've ..... you all some coffee.  
**a** held                      **b** taken                      **c** brought

**B** Complete the email with the words in the box.

answered (x2)   brought   cancelled  
carried   made   take

Sorry I didn't reply earlier. As you know, I'm a PA and I've had a really busy day. I didn't even have time to  
1 ..... a break. My manager wasn't feeling well, so I 2 ..... all her appointments for the day. Then I 3 ..... all her emails. Next, I went out and 4 ..... back some flowers for her. I 5 ..... a tray with some soup to her office for lunch and then I 6 ..... lots of new appointments for her for the next week. During all that time, I 7 ..... the phone when it rang. And it rang a lot!