

# Homework

 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

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!