

1. Complete the conversation using the words from the box.

**confirm – details – include – information – instructions – organize – prepare –
procedure – requirements – review**

Carla: Hi, I need to finish this report, but I'm not sure about all the steps. Can you help me?

Luis: Of course. First, you should read the _____ (1) carefully and understand the _____ (2).

Carla: Okay. What should I do after that?

Luis: Then, you need to _____ (3) the _____ (4) and _____ (5) the first draft.

Carla: Can you explain how to organize it?

Luis: Sure. You should divide it into sections and _____ (6) all the important _____ (7).

Carla: I see. And how do I finalize it?

Luis: After writing, you have to _____ (8) the document and check for mistakes.

Carla: Should I send it immediately?

Luis: Not yet. First, _____ (9) that everything follows the correct _____ (10).