

## An email of request

Jack,

\_\_\_\_\_ you do me a \_\_\_\_\_? I am writing a report and I have to go \_\_\_\_\_ a meeting now. \_\_\_\_\_ you please finish the report for me? \_\_\_\_\_ you also check some of the information about the sales?

So sorry to \_\_\_\_\_ you.

Thank you \_\_\_\_\_ much.

Rose

Greg,

I have got a \_\_\_\_\_ and I \_\_\_\_\_ your help. I haven't got enough time because I have an exam.

Please could \_\_\_\_\_ phone a good restaurant and order lunch for tomorrow's meeting at 12.30? \_\_\_\_\_ you order some vegetarian dishes, too? Do you \_\_\_\_\_ you could prepare bags of presents for the customers?

\_\_\_\_\_ to bother you, but I just don't have the time.

\_\_\_\_\_ a lot.

Rose