

1. (work) Iin the main office.
2. (work) Mr. Wilsonvery hard.
3. (have) Mr. Wilson a private office.
4. (have) I my own secretary.
5. (write) Miss Peter letters for me.
6. (write) Ireports for Mr. Wilson.
7. (study) Mr. Wilson the reports.
8. (study) I the information carefully.
9. (read) My secretary all of the mail.
- 10.(read) I only the important letters.
11. (collect) Smith and Green information.
12. (collect) Miss Peter information too.
- 13.(send) Mr Wilson many letters to customers.
14. (send) I letters to other companies.
15. (study) Mr Wilson the report carefully.
- 16.(study) I often statistics.
- 17.(give) They the information to my secretary.
- 18.(give) She the information to me.
19. (answer) I the letters.
20. (answer) My secretary the other letters