

In each gap there are two possible answers from A, B, C or D. Write both answers. The first one has been done for you.

- 1 Please B/C my report. Hope it's useful.
A find attachment C find attached
B find enclosed D see attached
- 2 Here is my report. If there are any problems, me know.
A please let C please to let
B make D just let
- 3 This report has just arrived. I'm it to you. Hope it's not too late.
A moving C replying
B forwarding D sending
- 4 I'm sending various forms for you to complete. Please special attention to AF200.
A give C make
B pay D take
- 5 Please complete the attached forms, and return them to me 3 June.
A by C before
B until D to
- 6 As agreed, I'm sending the pre-meeting notes. Let me know if there's anything else we can do before we meet.
A from our part C on our side
B from this end D on this way
- 7 I'm attaching the Business Plan Review. Please that several alterations in dates have been made.
A look C note
B appoint D be aware
- 8 Please find attached my report. if there are any problems with deadlines etc.
A Get back with me C Get back to me
B Get in touch D Make a touch
- 9 Please find attached my report.
A Let me know what you think. C Let me have what you think.
B Let me have any comments. D Make me have any comments.
- 10 Here is the itinerary for Sri Lanka. Please that I have included everything you want in it.
A check C control
B agree D confirm