Match the extracts from emails with an informal way.

. I'm sorry to let you down, but I can't help you out with your project after all.

. We're running out of photocopier ink. Can you order some more please? Shop around for the lowest prices.

. Sorry, I haven't got round to finishing off the report you asked for, because I've been a bit tied up.

. If you want to apply for the job, you need to send in your application form before 14th April, otherwise you'll automatically be turned down.

. There are a few problems with your quality control report. Can you drop by some time, and I'll go over the correct procedure with you?

1. I'm afraid I haven't been able to complete the report you requested because I've had a number of other tasks to complete.
   get round to / tied up

2. I have noticed a few problems with your quality control report. Please would you come to my office at your earliest convenience so that I can review the correct procedure with you.
   drop by / go over

3. To be considered for the post, please submit your application form before 14th April, otherwise your application will automatically be rejected.
   send in / turn down

4. I'm sorry to disappoint you, but I won't be able to assist you in your project after all.
   let down / help out

5. Our supplies of photocopier ink are low. Could you order some more please? Try different stores for the lowest prices.
   run out of / shop around

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