

Asking and offering help

Business communication

1 Complete the missing words in the four conversations.

A Can you ¹g_____ m_____ a h_____?

B Sure.

A I ²d_____ k_____ h_____ t_____ put these photos onto CD-ROM. I'm ³t_____ t_____ copy them for Bob. Can you ⁴h_____ m_____?

C Yes, ⁵o_____ c_____.

D ⁶H_____ d_____ I send a file to Sandy?

C Let me see.

E Do you ⁷w_____ a h_____?

F That ⁸w_____ b_____ g_____. I don't know how to log on.

G I'm trying to download a document.

H Can I ⁹h_____?

G Oh, ¹⁰y_____ p_____.

H Click on that icon and ...