

Listen the conversation and fill the gaps with the words from the box

fax  
sure (x2)  
email  
go ahead  
phone  
no problem  
of course  
print

- 1 A I need to photocopy this. Could I use the photocopier?  
B Yes, .....
- 2 A I need to ..... my assistant. Can I make a phone call from here?  
B Yes, .....
- 3 A I need to ..... this to my office. Could I use the fax machine?  
B Yes, .....
- 4 A I need to ..... this file. Can I send emails from this computer?  
B Yes, .....
- 5 A I need to ..... a copy of this file. Is there a printer I can use?  
B Yes, .....

#### need (to)

(need + to + verb)

I **need to** photocopy this.

(need + noun)

I **need** a copy of this.