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 @smartbunny\_english  Smart Bunny English

Read these phrases for starting and ending a call. There is one unnecessary word in each phrase. Write this word next to the phrase.

- 21 Hello. Samira is speaking. \_\_\_\_\_
- 22 I must let you get on with. \_\_\_\_\_
- 23 What can I to do for you? \_\_\_\_\_
- 24 Thanks for your calling. \_\_\_\_\_

Complete this email with the present simple or present continuous of the verbs in brackets.

Dear Jaime

As you know, currently Josie 25 \_\_\_\_\_ (take) a month off because of family problems. As a result, I 26 \_\_\_\_\_ (need) someone to take over her responsibilities on the New York project. So the reason I 27 \_\_\_\_\_ (email) you is to ask if you could deal with it. I 28 \_\_\_\_\_ (understand) that you are very busy at the moment, but I 29 \_\_\_\_\_ (think) I could delegate some of your less urgent work to Bruno. I called your office and they said you 30 \_\_\_\_\_ (interview) people for the new position all day, so can you call me back ASAP tomorrow?

Thanks.