

Fill in with the appropriate Mood, Voice and Tense of the verbs given in brackets; make use of any auxiliaries or modals you need! (Mind the word order particularly in cases of emphasis).

1. I work at Jackson Ltd. I (1) (to work) there since 1986. Last week the manager asked me to see him if I (2) (to have) time. He was new so I wondered what he (3) (to be) like. When I went to see him, he said "I'd like you to help me with a special project. I (4) (to hear) that you speak German." He said that a factory in Germany (5) (to want) a specialist for six months. "Tell me if you can go." "I (6) (to like) a few days to think about it." "All right. Here are the papers with all the details. Let me have them back after you (7) (to read) them. When I told my friends about it they all said it (8) (to seem) marvellous." "I (9) (to say) yes yet." But next day I told the manager I wanted to go and he said: "I hoped that you (10) (to agree)."

2. Here I am (1) (to reply) to your letter, which (2) (to arrive) two days ago, before (3) (to leave) for Rome. I (4) (to tell) yesterday that the company (5) (to send) me there next week for a business conference. If I (6) (to know) about it earlier, I would have told you. Anyway, I'll ring you up as soon as I (7) (to get) there. By the way, I met John Marshall who told me that he (8) (to work) for the previous two months on the plans for the new factory you are interested in. He (9) (to work) very hard because he looked dead tired. By the time I come to Rome he (10) (to finish) them, so I'll bring them with me.