

## Worksheet 1

### Unit 1 Business Matters

#### Lesson 1

Read Mr. James' answer to Don Barnes' message. Fill in the blanks using the phrases below.

ask your bank manager to come • call you in the afternoon  
meet for lunch • received your message • talk tomorrow morning

"Hello, Mr. Barnes. This is Mr. James returning your call.

I (1) \_\_\_\_\_ this morning and I wanted to let you know  
that it's fine to (2) \_\_\_\_\_. I think it's a good idea to  
(3) \_\_\_\_\_ so he can help you make any immediate  
decisions. I know you asked me to (4) \_\_\_\_\_, but I  
have meetings all afternoon, so maybe we can (5) \_\_\_\_\_."