

**1 Complete the key phrases with the words below.**

know that ... ?	tell you that ... / about ... ?
thing, ...	we / you could ...
what!	news!
if you / we could ...	reply sooner.
about (+ <i>-ing</i> form)?	could ...
replying sooner.	don't you / we ... ?
wrote to you.	guess what (happened ... )

**A Apologising**

- 1 Sorry, it's ages since I \_\_\_\_\_
- 2 Sorry I didn't \_\_\_\_\_
- 3 Apologies for not \_\_\_\_\_

**B Giving news**

- 4 Listen, did I \_\_\_\_\_
- 5 Guess \_\_\_\_\_
- 6 You'll never \_\_\_\_\_
- 7 Good news! / Bad \_\_\_\_\_
- 8 By the way, did you \_\_\_\_\_
- 9 Oh, and another \_\_\_\_\_

**C Making suggestions**

- 10 How \_\_\_\_\_
- 11 Maybe you / we \_\_\_\_\_
- 12 Why \_\_\_\_\_
- 13 It would be great \_\_\_\_\_
- 14 If you like, \_\_\_\_\_