

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, _____