



## Skills B

Complete the sentences with the words in the box.

 Keyboard instructions ▼

 Move

question point e-mail discussion start alternative thing

- 1 OK, from your  DRAG ITEM HERE of view, we should scrap this idea. Correct?
- 2 You know, a funny  DRAG ITEM HERE happened to me the other day while I was waiting for a client to arrive at my office for a meeting.
- 3 Could you please confirm your order by  DRAG ITEM HERE as soon as possible?
- 4 Let's go round the table once and then open the  DRAG ITEM HERE up.
- 5 Sorry, could you just repeat your  DRAG ITEM HERE because I don't think everyone heard.
- 6 We may have no  DRAG ITEM HERE but to ignore the problem and continue with the project as planned.
- 7 We only have 45 minutes so let's make a  DRAG ITEM HERE .