

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 of view, we should scrap this idea. Correct?
- 2 You know, a funny 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 as soon as possible?
- 4 Let's go round the table once and then open the up.
- 5 Sorry, could you just repeat your because I don't think everyone heard.
- 6 We may have no but to ignore the problem and continue with the project as planned.
- 7 We only have 45 minutes so let's make a .