

You have to leave your work earlier today and you will not be able to finish all your work before you leave. Write a note to your colleague, in which you

- explain the reasons for your absence
- tell him/her about the things he/she has to do
- say when you will return

**Choose the correct option.**

Hi John,

I would like to a favour. My mother is ill, and I must to hospital. I need to leave work at one today and I can't finish work.

Can you ? Can you go to the meeting with our commander? It starts at two and it will take about . Before the meeting you must a report about our last exercise.

Thank you very much for your help.

I will at four. Do you want to the pub after work? I will you a beer.

Frank