

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