



1	Managers should resolve	a	make their own beds.
2	The best way to meet	b	time for yourself every day.
3	It's important to make	c	charge in an emergency situation.
4	It's impolite to use your phone while waiting	d	calm at the sight of blood.
5	If you think you're going to lose	e	a favour when someone's done something nice for you.
6	From four years old, children should	f	opinions online than in face-to-face discussions.
7	People won't break	g	your temper; try counting to ten in your head.
8	It's easier to voice	h	sense to me initially, but I understand them now.
9	I know how to take	i	interest in similar hobbies to their families.
10	The most effective way to take	j	their minds.
11	I don't remain	k	keep than people expect.
12	People usually take an	l	deadlines is to start early.
13	Some things about English didn't make	m	in line at a shop.
14	It's nice to be able to return	n	disputes between their employees.
15	Young people these days are taught to speak	o	the rules if they understand the reasons behind them.
16	Promises are harder to	p	notes in English class is by hand.