



Впиши дієслово використовуючи формулу **be + ing**

send	I _____ an email to the manager every morning.
write	She _____ a report about the monthly sales.
call	They _____ a client to confirm the order.
answer	He _____ the phone quickly.
take	I _____ notes during the meeting.
schedule	We _____ a meeting for Monday mornings.
check	She _____ her calendar before confirming appointments.
discuss	We _____ the project in detail.
explain	He _____ the problem to the IT department.
organize	I _____ the files before sending them to my colleagues.
prepare	She _____ the presentation for the team.
share	We _____ our screens during online meetings.
join	They _____ the meeting on time.
attend	I _____ a conference on digital marketing every year.
update	He _____ the document with the latest figures.
cancel	I _____ appointments only when necessary.
review	She _____ the report and finds any errors.
send	They _____ invitations to all the participants.
ask	I _____ questions about the project deadline.
answer	He _____ the questions clearly.
submit	We _____ forms to the HR department.
request	She _____ assistance with technical issues.
confirm	He _____ the details of the contract.
print	I _____ the document for the presentation.
explain	She _____ the process step by step.
plan	We _____ events two months in advance.
offer	He _____ solutions to problems during meetings.
deliver	The courier _____ the package on time.
check	She _____ the details before sending emails.
update	I _____ the schedule after any changes are approved.

