



Ще один час та ще один текст на ту  
саму тему 😊 ти вже маєш знати всі слова

### A Busy Day at the Office

Yesterday **was** a very busy day at the office. I **sent an email** to my boss early in the morning. Sarah **wrote a report** about last month's sales. She worked on the report, James and Olivia **called a client** to confirm an order. Michael **answered the phone** and helped a customer with his problem.

I **took notes**, and we all **discussed the project** for the upcoming event. Emily **checked her calendar** and **scheduled a meeting** for next week. Later, Jack **explained the problem** with the new software to the manager and **offered a solution** to fix it.

In the afternoon, I **organized a file** while Sophia **prepared the presentation** for the team. We **shared our screens** and **joined the discussion** to finalize the details. I **reviewed the report** and **updated the document** with the latest information.

Sarah **printed the document** and **sent an invitation** to the company's annual event. Tom **confirmed the details** of a delivery, and we **planned the event** with the team. I **checked the details** of my tasks and **updated the schedule** for today.