

 **1B. Choose the correct word to complete the sentences.**

**1. My colleague Ben sometimes \_\_\_\_\_ coffee for me in the morning.**

- ☐ a. calls                      ☐ b. gets                      ☐ c. helps

**2. Pepe isn't friendly. He never \_\_\_\_\_ 'hello' or 'good morning'.**

- ☐ a. forgets                      ☐ b. sends                      ☐ c. says

**3. Akira never \_\_\_\_\_ my daughter's birthday.**

- ☐ a. forgets                      ☐ b. says                      ☐ c. takes

**4. Dilara often \_\_\_\_\_ me with problems at work.**

- ☐ a. takes                      ☐ b. sends                      ☐ c. helps

**5. Our colleague John sometimes \_\_\_\_\_ a two-hour lunch break.**

- ☐ a. calls                      ☐ b. takes                      ☐ c. sends

**6. I never \_\_\_\_\_ work emails in the evenings or at weekends.**

- ☐ a. send                      ☐ b. say                      ☐ c. take

**7. Simone usually \_\_\_\_\_ me for my help.**

- ☐ a. takes                      ☐ b. gets                      ☐ c. thanks

**8. Piotr often \_\_\_\_\_ his friends after work.**

- ☐ a. gets                      ☐ b. calls                      ☐ c. takes

**1C. Complete the text with the words below.**

for

gets

helps

says

thanks

to

with

My colleague Sanjit is great. He always (1)  'hello' with a smile and he (2)  coffee (3)  everybody in the office. He always listens (4)  us. He often (5)  me (6)  my problems and always (7)  me (8)  my help.

