

actions

1 A Choose the correct word to complete the sentences.

1 We should make a of all these good ideas.
a look b note c gift

2 It's kind to the door open for people.
a hold b carry c take

3 I'll your suitcase to the car for you.
a carry b hold c make

4 I always my son's hand when we're out.
a bring b carry c hold

5 Let's take a at the new art shop.
a hold b look c time

6 Here, I've you all some coffee.
a held b taken c brought

B Complete the email with the words in the box.

answered (x2) brought cancelled
carried made take

Sorry I didn't reply earlier. As you know, I'm a PA and I've had a really busy day. I didn't even have time to ¹ a break. My manager wasn't feeling well, so I ² all her appointments for the day. Then I ³ all her emails. Next, I went out and ⁴ back some flowers for her. I ⁵ a tray with some soup to her office for lunch and then I ⁶ lots of new appointments for her for the next week. During all that time, I ⁷ the phone when it rang. And it rang a lot!