

3 Complete the email with the words from the list.

am your my our are (x2) is (x3) her



Subject: my new company

Hi Abdul,

Here's the information about us:

The name of the company is IT-express.

It ¹ _____ a computer company. I

² _____ the CEO, and my four colleagues

³ _____ the technicians. Pascale is

⁴ _____ personal assistant.

⁵ _____ office is in Tunis, but the

customers ⁶ _____ in Spain.

Yolanda ⁷ _____ the new Sales Rep. She

⁸ _____ Spanish, but ⁹ _____ French

and English are very good.

Send me ¹⁰ _____ phone number so we
can meet.

Regards,

Kashyar