

## 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!

 **LIVEWORKSHEETS**