

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!