1 Match each expression with its meaning. Write the letter. Two items have the same answer.

1.I owe you one.
2.No harm done.
3.You're a lifesaver.
4.I've got a lot on my plate.
5.I won't keep you any longer.
6.Thanks for the heads-up.

a. to indicate that something wasn't a problem or didn't cause any real damage
b. to explain that you are very busy
c. when you don't want to bother someone who is very busy
d. to thank someone for his or her help
e. to thank someone for calling your attention to a problem

1 Complete each sentence with the base or infinitive form of the verb in parentheses. Some sentences use get and some use have.

1.The instructor had Amy _____ the driving test again. (take)
2.Michael got Trent _____ in their lunch order. (call)
3.Can you get someone else _____ you to the airport? (drive)
4.I'll have my assistant _____ you the documents. (mail)
5.Where did you have the courier _____ the contract? (deliver)
6.Did you get your nephew _____ your laptop? (fix)
7.Please have your spouse _____ to your next appointment. (come)

2 Complete the paragraph with the words in parentheses. Use the simple past of get or have and the base or infinitive forms of the verbs.

Hi Jana,

The engagement party for my niece and her fiancé was a big success. It was a lot of work, but I _____ (get / everyone / help) so it went a lot better than I thought it would. I _____ (have / my sister / make) the invitations, and her husband helped with the decorations. They're a very creative couple. I_____ (get / my husband / cook) the food. He's a great cook, especially on the grill.

I _____ (have / my cousin's band / play) the music. My mom used to sing, so we _____ (get / her / come up) on stage and sing a few songs. That was really fun!

We_____ (get / my nephew / give) a speech. He's a funny guy, and everyone laughed at the stories he shared about his sister. Even though so many family members pitched in and helped, they still found time to enjoy themselves.

And at the end of the night, I_____ (have / everyone else / go) home, and I did all the clean up!

The party was a lot of work, but my niece was very happy, so it was worth it.

Hope to see you at the wedding,

Bethany

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3 **Complete the paragraph with the correct form of the verbs in parentheses.**

My life used to be so crazy. I tried to do everything myself, and I never got anyone **(1)** ..... (help) me. Then I realized that it's OK to have other people, especially my family, **(2)** ..... (do) a few things for me. For example, now I get the kids **(3)** ..... (clean) their rooms themselves. And I have my husband **(4)** ..... (stop) at the grocery store on his way home from work if I need something. I've even gotten the kids **(5)** ..... (cook) a little bit. It's not always the best food, but at least I don't have to do it myself! I've found that my life is much calmer when I have everyone **(6)** ..... (share) the responsibilities.

4 **Complete the conversation with words from the box. You will not use all the words.**

afraid	appreciate	favor	fill in for	get	have	lifesaver	pick up	problem

Alison: I'm sorry to bother you, Bryan, but could you possibly do me a **(1)** ..... ?

Bryan: Sure. What do you need?

Alison: Well, I'm going to be in a meeting for the next hour but I'm starving already. Could you **(2)** ..... something for me for lunch?

Bryan: I'm sorry, I'm **(3)** ..... I can't. I'm leaving for a doctor's appointment in ten minutes. Let me see if I can **(4)** ..... my assistant to help you. I don't think he's busy right now.

Alison: Could you? I'd really **(5)** ..... that.

Bryan: No **(6)** ..... .

Alison: Thanks a million, Bryan. You're a **(7)** ..... .

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