

An email of request

Jack,

_____ you do me a _____? I am writing a report and I have to go _____ a meeting now. _____ you please finish the report for me? _____ you also check some of the information about the sales?

So sorry to _____ you.

Thank you _____ much.

Rose

Greg,

I have got a _____ and I _____ your help. I haven't got enough time because I have an exam.

Please could _____ phone a good restaurant and order lunch for tomorrow's meeting at 12.30? _____ you order some vegetarian dishes, too? Do you _____ you could prepare bags of presents for the customers?

_____ to bother you, but I just don't have the time.

_____ a lot.

Rose