Choose the best option:

1. The meeting _____ (had / took / gave / made / did) almost five hours so it was impossible to _____ (pay / give / have / make / keep) attention all the time.
2. The problem is difficult to _____ (hold / do / keep / make) under control.
3. It _____ (had / took / gave / made / did) us all day to clean up the office after the burglary – the thieves _____ (did / took / had / made) a terrible mess.
4. I don't think we should _____ (do / hold / make / create) a decision yet; we should wait.
5. Only 31% of the students who _____ (had / made / took / wrote) the final exam passed it.
6. Could you _____ (make / give / get / do / bring) me a favour and _____ (do / make / go / take / have) these letters to the post?
7. I've told him ten times that he's got the wrong telephone number. I'll _____ (be / become / go / get) crazy if they call again.
8. The company offers its employees free language training but not many people _____ (make / do / take / keep) advantage of it.
9. She _____ (did / gave / put / made / tried) an effort to find out as many details about the issue as possible.
10. He is a very interesting person. I would never _____ (lose / fail / make / miss) the chance to meet him again.
11. We have already started to _____ (do / prepare / make / create) plans for Christmas.
12. It's very important to _____ (feel / hold / find / have) a good relationship with all our business partners.
13. You should _____ (hold / keep / put / do) a record of all your travel and food expenses on the trip.
14. Could you _____ (draw / produce / make / do) a list of all the people we should invite to the conference?
15. We have to work together to _____ (make / do / find / bring) a solution to the problem.
16. I disagree with you. _____ (Make / Save / Give / Explain / Get) me two good reasons why we should give him the job.
17. Excuse me for a moment: I have to _____ (do / make / create / produce / ring) a telephone call.
18. I am sorry, Mr. Green is out at the moment. Would you like to _____ (make / do / leave / give) a message for him?