

Worksheet 1

Unit 1 Business Matters

Lesson 1

Read Mr. James' answer to Don Barnes' message. Fill in the blanks using the phrases below.

ask your bank manager to come • call you in the afternoon
meet for lunch • received your message • talk tomorrow morning

"Hello, Mr. Barnes. This is Mr. James returning your call.

I (1) _____ this morning and I wanted to let you know
that it's fine to (2) _____. I think it's a good idea to
(3) _____ so he can help you make any immediate
decisions. I know you asked me to (4) _____, but I
have meetings all afternoon, so maybe we can (5) _____."