

Complete the conversation with the missing words.

Would a problem it would be possible for me
Close What can I do for you

A: Hello, Ms. Morales. Can I speak to you?

B: Sure, come on in. _____?

A: I want to ask you if _____ to take a day off next Friday because I have a personal situation.

B: _____ you have the report ready before Friday?

A: Sure, it is almost ready.

B: I don't see _____. Leave it with my assistant before you go on Thursday.

A: Sure. No problem. Thank you, Ms. Morales.

B: Sure thing. _____ the door on your way out please