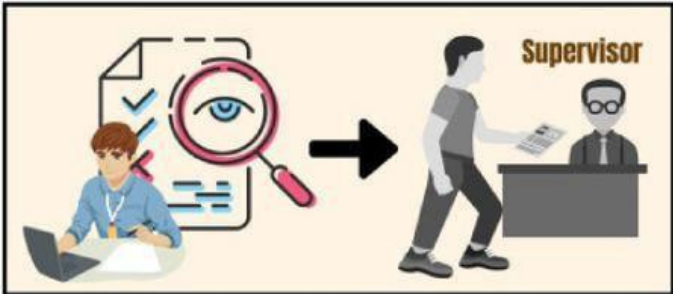


Adverbial phrases

Drag the words and/or phrases to the spaces provided to complete the sentences.

1.  sign signing the contract
seek seeking
approval from the Manager

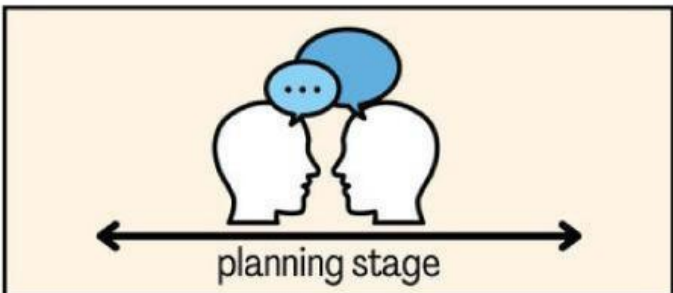
Before _____, we should _____.

2.  proofread proofreading
submit the proposal
submitting to the Supervisor

We should _____ after _____ it.

3.  receive the request from the Event Team
receiving
arrange the first meeting to discuss the event details
arranging

Once we _____,

4.  the planning stage
communicate with the suppliers and clients

Throughout _____, we should _____.