Skills B

Complete the sentences with the words in the box.

Keyboard instructions

Move

question | point | e-mail | discussion | start | alternative | thing

1 OK, from your [DRAG ITEM HERE] of view, we should scrap this idea. Correct?

2 You know, a funny [DRAG ITEM HERE] happened to me the other day while I was waiting for a client to arrive at my office for a meeting.

3 Could you please confirm your order by [DRAG ITEM HERE] as soon as possible?

4 Let's go round the table once and then open the [DRAG ITEM HERE] up.

5 Sorry, could you just repeat your [DRAG ITEM HERE] because I don't think everyone heard.

6 We may have no [DRAG ITEM HERE] but to ignore the problem and continue with the project as planned.

7 We only have 45 minutes so let's make a [DRAG ITEM HERE].

LIVEWORKSHEETS