

Read these phrases for starting and ending a call. There is one unnecessary word in each phrase. Write this word next to the phrase.

21 Hello. Samira is speaking. _____

22 I must let you get on with. _____

23 What can I to do for you? _____

24 Thanks for your calling. _____

Language at work

Complete this email with the present simple or present continuous of the verbs in brackets.

Dear Jaime

As you know, currently Josie ²⁵ _____ (take) a month off because of family problems. As a result, I ²⁶ _____ (need) someone to take over her responsibilities on the New York project. So the reason I ²⁷ _____ (email) you is to ask if you could deal with it. I ²⁸ _____ (understand) that you are very busy at the moment, but I ²⁹ _____ (think) I could delegate some of your less urgent work to Bruno. I called your office and they said you ³⁰ _____ (interview) people for the new position all day, so can you call me back asap tomorrow?

Thanks.