

actions

1 A Choose the correct word to complete the sentences.

- 1 We should make a of all these good ideas.
a look **b** note **c** gift
- 2 It's kind to the door open for people.
a hold **b** carry **c** take
- 3 I'll your suitcase to the car for you.
a carry **b** hold **c** make
- 4 I always my son's hand when we're out.
a bring **b** carry **c** hold
- 5 Let's take a at the new art shop.
a hold **b** look **c** time
- 6 Here, I've you all some coffee.
a held **b** taken **c** brought

B Complete the email with the words in the box.

answered (x2) brought cancelled
carried made take

Sorry I didn't reply earlier. As you know, I'm a PA and I've had a really busy day. I didn't even have time to
1 a break. My manager wasn't feeling well, so I 2 all her appointments for the day. Then I 3 all her emails. Next, I went out and 4 back some flowers for her. I 5 a tray with some soup to her office for lunch and then I 6 lots of new appointments for her for the next week. During all that time, I 7 the phone when it rang. And it rang a lot!