

**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  
<sup>1</sup> ..... a break. My manager wasn't feeling well, so I <sup>2</sup> ..... all her appointments for the day. Then I <sup>3</sup> ..... all her emails. Next, I went out and <sup>4</sup> ..... back some flowers for her. I <sup>5</sup> ..... a tray with some soup to her office for lunch and then I <sup>6</sup> ..... lots of new appointments for her for the next week. During all that time, I <sup>7</sup> ..... the phone when it rang. And it rang a lot!