

ACTIVITY 1:

Read each sentence and rewrite it in full form.

- 1) “We could launch the campaign earlier — if necessary.”
- 2) “I might join the call, but the others won’t.”
- 3) “I’d appreciate a quick update, if possible.”
- 4) “They expected a discount, and I think so too.”
- 5) “Shall we review the report now? — Better.”



ACTIVITY 2:

Rewrite the sentences to include ellipsis or substitution. Keep the meaning the same, but make the language more concise and natural

- 1) I can reschedule the meeting if it is necessary.
- 2) They requested a longer deadline, and we requested a longer deadline too.
- 3) I will send the report tomorrow, even though sending the report tomorrow is not required.
- 4) Daniel confirmed the proposal, and I confirmed the proposal as well.
- 5) Are they joining the conference? I am joining the conference.

