

 Complete the conversation using words from the box.

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A: Toby really rubs me up the wrong ¹.....! He always thinks he's ²..... the right!

B: I think he sometimes just gets hold of the wrong end of the ³.....

A: But he tried to argue that climate change isn't real. I soon ⁴..... him right about that!

B: Oh, dear. Things always seem to ⁵..... wrong when you and Toby get together!

C Complete the email with the correct form of *be* or *have* in each gap.

Dear colleagues,

You may have ¹..... sent an email yesterday which contained some jokes about some of the management team. I can only apologise for any offence you may ²..... been caused by this. The email was meant ³..... read by just a small group of people, and was intended as a piece of harmless fun, but it seems ⁴..... been forwarded to the whole team accidentally. I do appreciate that no one enjoys ⁵..... made fun of, and I deeply regret ⁶..... been tempted to make the jokes at all. Having only ⁷..... taken on by the company last month, I realise I am now likely ⁸..... fired, so I wish you all the very best for the future.