

 **C Complete the conversation using words from the box.**

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

B: I think he sometimes just gets hold of the wrong end of the <sup>3</sup> .....

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

B: Oh, dear. Things always seem to <sup>5</sup> ..... 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 <sup>1</sup> ..... sent an email yesterday which contained some jokes about some of the management team. I can only apologise for any offence you may <sup>2</sup> ..... been caused by this.

The email was meant <sup>3</sup> ..... read by just a small group of people, and was intended as a piece of harmless fun, but it seems <sup>4</sup> ..... been forwarded to the whole team accidentally. I do appreciate that no one enjoys <sup>5</sup> ..... made fun of, and I deeply regret <sup>6</sup> ..... been tempted to make the jokes at all. Having only <sup>7</sup> ..... taken on by the company last month, I realise I am now likely <sup>8</sup> ..... fired, so I wish you all the very best for the future.