

8 Attachments

A In each gap there are *two* possible answers from A, B, C or D. Write both answers. The first one has been done for you.

1 Please B/C my report. Hope it's useful.

A find attachment

C find attached

B find enclosed

D see attached

2 Here is my report. If there are any problems, me know.

A please let

C please to let

B make

D just let

3 This report has just arrived. I'm it to you. Hope it's not too late.

A moving

C replying

B forwarding

D sending

4 I'm sending various forms for you to complete. Please special attention to AF200.

A give

C make

B pay

D take

5 Please complete the attached forms, and return them to me 3 June.

A by

C before

B until

D to

6 As agreed, I'm sending the pre-meeting notes. Let me know if there's anything else we can do before we meet.

A from our part

C on our side

B from this end

D on this way

7 I'm attaching the Business Plan Review. Please that several alterations in dates have been made.

A look

C note

B appoint

D be aware

8 Please find attached my report. if there are any problems with deadlines etc.

A Get back with me

C Get back to me

B Get in touch

D Make a touch

9 Please find attached my report.

A Let me know what you think.

C Let me have what you think.

B Let me have any comments.

D Make me have any comments.

10 Here is the itinerary for Sri Lanka. Please that I have included everything you want in it.

A check

C control

B agree

D confirm