

B There is one mistake in each of these sentences. Correct it.

- 1 Here's the report – hope you like ~~it~~.
- 2 Attached are the two questionnaires – please return them me by 24 September.
- 3 I sending the report as an attachment.
- 4 I'm sorry you couldn't open the document – I have attach it again.
- 5 Hope you'll be capable to open the document this time!
- 6 Please check the attached document careful and let me know if you have any questions.
- 7 I be grateful if you could complete the attached form and return it asap.
- 8 Sorry, I forgot send the attachment!
- 9 I attach my report like promised.
- 10 Here's a copy of Leslie's report – what you think?
- 11 Thanks for sending me the report – I let you know what I think.
- 12 I'm returning your original document with my comments inserted with red.

C Complete the emails by writing *one* word in each gap. There may be several possible answers.

Email 1

Please ⁽¹⁾..... attached my report. ⁽²⁾..... it's not too late. ⁽³⁾..... me know if you have any questions.

Email 2

I'm ⁽¹⁾..... various forms for you to complete. Please pay special ⁽²⁾..... to the expenses claim form. I need them back ⁽³⁾..... 16 February at the latest.

Email 3

⁽¹⁾..... agreed, I'm sending the pre-meeting notes. Let me know if there's anything ⁽²⁾..... we can do from this ⁽³⁾..... before we meet.

Email 4

Sorry, I ⁽¹⁾..... to send the attachment! ⁽²⁾..... it is. Please get ⁽³⁾..... to me if you can't open it.

Email 5

I ⁽¹⁾..... be grateful if you ⁽²⁾..... complete the attached form and return it asap. Please ⁽³⁾..... that I have changed my email address.