

II. Complete the second sentence so that it has a similar meaning to the first one, using the word given in bold.

1. How much have you paid for your bicycle?

TELL

Could you

2. I think you ought to think it over.

WERE

If, I

3. May I call you again later on?

MIND

Would

4. They don't produce Fiat 125p any more, do they?

PRODUCED

Fiat 125p.....,it?

5. He directed three horrors before he was twenty-eight.

HAD

By the time he.....

6. I didn't really want to stay at the hotel.

STAYING

I

7. You should buy a new bike.

TIME

It's

8. He said he hadn't told her anything.

DENIED

He

9. I would like us to go away at the weekend.

RATHER

I'd.....

10. When did you begin working for them?

BEEN

How

III. Complete the emails .

Unfortunately , note, join, let, with, for, over, to, at, of, forward, arrangements, regards, details, suggestions, yourself,

Dear Jack,

Just a quick _____ to _____ you know that I

_____ (arrive) and

I _____ (stay) at the Royal Hotel. Could we meet _____ dinner

_____ the Trattoria Romantica tonight? I'd like to discuss some _____ of the contract before the meeting

_____ the board. If not, I _____ (send) you an email with my

_____ and we may go _____ the points tomorrow , just before the meeting.

Hope to see you tonight.

Tanya

Dear Tanya,

Welcome _____ Huston again. I hope the Hotel is fine. It

_____ (renovate) lately and the hotel restaurant is known _____ its unique selection of home

wines. You should treat _____ to a glass or two tonight.

_____,
I won't be able to _____ you for diiner as I have already made some other _____ but I'm sure we _____ (have) enough time to

discuss

your suggestions when we _____ (meet) before the board meeting.

Looking _____ to _____ (see) you again.

Jack