

26.1

Fill the gaps with one word. The first letter has been given to help you.

Example:

We can't*deliver*..... the order by the end of next week.

- 1 My computer often c.....
- 2 It t..... me an hour to get to work by train.
- 3 The photocopier is b.....
- 4 I can't o..... the e-mail attachment.
- 5 We don't have very l..... to finish the report.

26.2

Complete the sentences with **should**, **need** or **try**.

Example:

You*should*..... call the customer and apologise.

- 1 You to call the repairman.
- 2 restarting it.
- 3 You ask the office to resend the file in a different format.
- 4 You to look for a new house closer to the office.
- 5 arranging a meeting to discuss a new schedule.

26.3

Fill the gaps with the best alternative.

Example:

I'm*having*..... a problem with my e-mail.
(having/doing/making)

- 1 Could you get someone to it?
(observe/control/check)
- 2 I'll the technician to check.
(have/ask/do)
- 3 I didn't your attachment.
(obtain/have/get)
- 4 Could you it again?
(make/send/receive)
- 5 Ok, I'll it now. (have/make/do)
- 6 me back if you haven't got it.
(Contact/Call/Say)
- 7 I can't the time of the presentation next week.
(remind/remember/memory)
- 8 Could you Simon? I forgot to tell him.
(contact/say/communicate)
- 9 I'll him now. (speak/say/call)
- 10 Is that ? (right/fine/OK)