Unit 1

- 1 weorek
- 2 charge 3 deals
- 4 10
- St. Acres
- 6 specializes
- 7 responsible
- 8 of
- 9 im 10 with
- III. is takirus.
- 12 need
- 13 'm emailing
- 14 understand
- 15 think
- 16 fire interwiewing.
- 17 The phone rings all the time.
- 18 We hardly ever leave the office before seven.
- 19 I'd say I play tennis about three times a week.
- 20 There's normally a staff meeting on Mondays. / Normally, there's a staff meeting on Mondays.
- 21 d 22 b 23 c 24 e 25 a
- 26 imbrodiuses
- 27 pleased
- 28 call
- 29 part
- 30 exactly

Unit 2

- partermity leave.
- 2 overtime
- 3 flexitime
- 4. cope hours
- 5 ammual beaver
- home-working. 7 umpaid leave
- 8 statutory pay
- 9 full pay
- 10 additional leave
- 11 writing and checking
- trawelling:
- 13 to continue
- 14 working
- 15 to say
- 16 to become
- 17 to be
- 18 moving
- 19 to tell.
- 200 to market

- 21 mumber
- 22 specil
- 23 double
- 24 have
- 25 What
- 26 22 27 21 28 24 29 25 30 23

Unit 3

- 1. deadline
- 2 schedule
- 3 track
- 4 ressortances
- 5 budget
- 6 tamber
- up-dates
- 8 objectives
- 9 carbols
- 10 sect.
- 11 baye, met
- 12 came
- 13 was
- 14 've never been
- 15 Have you ever been
- 16 did you go
- 17 swent
- 18 was
- 19 "we past
- 20 was
- 21 How
- 22 What
- 23 where
- 24 ls
- 25 Can
- 26 24 27 25 28 23 29 21 30 22

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