



Finishing A Report

Words:

1) REPORT

2) READY

3) YET

4) FINISH

5) IMPORTANT

6) PRESENT

7) MEETING

8) COMPLETE

9) EMAIL

10) OTHER

Conversation:

Hi _____, is the report ready yet?

No, I didn't have time to finish it.

_____, this report is very important. I need it by tomorrow evening.

Don't we have to present it in next week's meeting?

Yes, we do.

Don't worry. I will complete it by tomorrow afternoon.

Alright. Send me an email as soon as the report is completed. Take help from other people if you need it.

Thank you.

Exercise 1: Give The Correct Response

A) Hi _____, is the report ready yet?

B) Don't we have to present it in next week's meeting?

C) Alright. Send me an email as soon as the report is completed. Take help from other people if you need it.

Exercise 2: Which is the Correct Conversation?

A

Send me an email as soon as the report is completed.

Hi _____, is the report ready yet?

B

I didn't have time to finish it.

Don't worry.

C

Don't worry.

I didn't have time to finish it.

D

Take help from other people if you need it.

Thank you.

Exercise 3: Say the Sentence Correctly

A I complete will it tomorrow by afternoon.

B Is _____, very this report important.

C We don't present have to it in week's next meeting?

D Help other people from if you take need it.

E Report is the ready yet?

Exercise 4: Fill In The Blanks

A Is the ___ ready yet? (report, time)

B Don't we have to present it in next week's _____. (tomorrow, meeting)

C Send me an ___ as soon as the report is completed. (email, help)

D Take help from _____ people. (other, worry)

**Exercise 5: Have A Conversation
With Your Trainer Using The Words
You Have Learnt.**

GLOSSARY

ALBERT
LEARNING

Report:

French: Rapport

Italian: Rapporto/Relazione

Spanish: Informe

Ready:

French: Prêt

Italian: Pronto

Spanish: Listo

Yet:

French: Jusqu'à

Italian: Ancora

Spanish: Todavía

Finish:

French: Terminer

Italian: Finire

Spanish: Terminarlo

Important:

French: Important

Italian: Importante

Spanish: Importante

Present/Presentation:

French: Présenter

Italian: Presentarlo

Spanish: Presentarlo

Meeting:

French: Réunion

Italian: La Riunione

Spanish: La Reunión

Complete:

French: Compléter

Italian: Completare

Spanish: Completar

Email:

French: Email

Italian: Email

Spanish: Correo Electrónico

Other:

French: Autre/Autres

Italian: Altro

Spanish: Otro

Answers For Exercises:

Exercise 1:

Answers:

A: No, I didn't have time to finish it.

B: Yes, we do.

C: Thank you.

Exercise 2:

Answer:

D

Exercise 3:

Answers:

A: I will complete it by tomorrow afternoon.

B: ____, this report is very important.

C: Don't we have to present it in next week's meeting?

D: Take help from other people if you need it.

E: Is the report ready yet?

Exercise 4:

Answers:

A: report

B: meeting

C: email

D: other