# Finishing A Report


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# Words:

| | |
|---|---|
| 1) REPORT | 6) PRESENT |
| 2) READY | 7) MEETING |
| 3) YET | 8) COMPLETE |
| 4) FINISH | 9) EMAIL |
| 5) IMPORTANT | 10) OTHER |


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# 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.**


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