



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.