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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