

# 1 Mock Exam

## A. Translate the following sentences.

1. Rad bi govoril z g. Millerjem, prosim.  
.....
2. Gospoda Millerja trenutno ni.  
.....
3. Lahko me vežete z g. Adamsom, prosim?  
.....
4. Torek mi ne ustreza.  
.....
5. Podpišite tukaj, prosim.  
.....
6. Opravičujemo se za morebitne nevshečnosti.  
.....
7. Želela bi potrditi naročilo št. 25/B.  
.....
8. V zvezi z vašim dopisom z dne 15. feb. 2003 vam sporočamo...  
.....
9. Poslali vam bomo našo podrobno ponudbo.  
.....
10. Kakšen poseben popust lahko ponudite za večja naročila.  
.....
11. To je naša najnižja ponudba.  
.....
12. Opravičujemo se zaradi zamude v odgovoru na vaš dopis.  
.....
13. Z obžalovanjem ugotavljamo, da je v naši fakturi napaka.  
.....
14. Prosim navedite količine, ki jih potrebujete.  
.....
15. Želel bi nekaj informacij o vaših izdelkih.  
.....

## B. Correct the mistakes.

- 1) Mr Brown works in Intereuropa.
- 2) He is doctor.
- 3) Catherine live in London.
- 4) How often you travel to Germany.
- 5) I call to arrange a meeting with Mr Smith.
- 6) Thank you for your letter from 4 April.
- 7) I work here for 5 years.
- 8) I'm writing to place an order for . . . .
- 9) We would be appreciate it if you could . . .

10) This is owing to the government has increased sales tax.

**C. Find the prepositions.**

- |                        |                               |
|------------------------|-------------------------------|
| 1) ..... the afternoon | 5) ..... a business trip      |
| 2) ..... night         | 6) ..... a meeting            |
| 3) ..... Thursday      | 7) ..... Friday at the latest |
| 4) ..... May 1         | 8) ..... 3 o'clock            |

**D) Form questions**

1) Mr Collins is writing **a letter of complaint**.

.....

2) We started our business **5 years ago**.

.....

3) On Monnday he called **twice**.

.....

4) **Mr Miller** signed the contract.

.....

5) I didn't call you back, **because I was too busy**.

.....

**E) Fill in the missing words**

- 1) The ..... leads the meeting.
- 2) During the meeting the secretary keeps the .....
- 3) Could you please tell me the date and ..... of the meeting?
- 4) The meeting will take place on 15 May instead of 13 May. It has been .....
- 5) Today there are five items on our ..... to discuss.
- 6) Ms Brown will contact you directly to arrange a ..... time for her visit.
- 7) I look forward to ..... from you soon.
- 8) Thank you for your enquiry ..... 12 June.
- 9) With ..... to your recent advertisement in PC HIT, I would be grateful if you could send me details of your business software.
- 10) We ..... receipt of your order dated 17 September 2001 for . . .

**F) Choose the correct word to complete each sentence.**

- 1) We are **delighted / friendly** to hear that the conference was a success.
- 2) Please find the **attached / enclosed** euro prices as requested.
- 3) This is Peter Smith **speaking / talking**.
- 4) He is in charge **of / for** receiving visitors.
- 5) **Would / Could** I have your name again, please?
- 6) **Excuse me / Sorry** for being late.
- 7) I would like to apologise **about / for** the delay.
- 8) Please let me know if you **want / need** any further information.
- 9) Most of the items are **on / in** stock.
- 10) **I just / I have just** finished the report.

**G) Telephoning. Fill in the missing expression.**

Assistant: Galaxy Computer Supplies.

Caller: ..... 277, please.

Assistant: ..... on. I'll ..... you .....

Sales: Overseas Sales. Linda Noon .....

Caller: Good morning. I'm interested ..... your firesafe cabinets. .... you have a sales office in Spain?

Sales: I'm ..... we don't, but I can arrange for a sales visit from our agent.

Caller: No, no. That's not necessary. .... you quote me a price for 20 BZ11 cabinets?

Sales: Could you ..... your name, please?

Caller: Oh, Jose Rosales.

Sales: ....., please?

Caller: That's R-O-S-A-L-E-S.

Sales: ..... ?

Caller: My fax number is 1 430 6687.

Sales: ..... ?

Caller: It's Telefonica Espania.

Sales: Telefonica Espania.

Caller: Right.

Sales: I'll work out the price and fax it ..... you.

Caller: .....

Sales: Bye.

**H) Synonyms. Find another expression for:**

- 1) connect you - .....
- 2) postpone - .....
- 3) forthcoming - .....
- 4) further details - .....
- 5) shipment - .....

**I) What is the English expression for:**

provizija		udeležiti se	
dobavitelj		oklevati	
predstavnik		v imenu	
blago		čimprej	
prejeti		zaseden	

**J) Choose the best responses.**

- 1. I'd like to speak to Mr Gibbs, please.
  - a. Yes.
  - b. I'm afraid he's not here at the moment.
  - c. Well, you can't.
  
- 2. Can I speak to Mr Gibbs, please?
  - a. Hold on, please.
  - b. Don't go away.
  - c. All right.
  
- 3. Miss Lucas asked me to call this morning.
  - a. Sorry, your number is the wrong one.
  - b. Do you know the area code?
  - c. But there is no person of that name here.
  
- 4. Could I speak to Mr Gibbs, please?
  - a. Who's calling?
  - b. Who are you?
  - c. What's your name?
  
- 5. Can I ring you back later?
  - a. Yes, ring me.
  - b. Yes, please do.
  - c. Of course ring, yes.

## K. Letter writing

Fill in the prepositions.

**ALL SPORTS LTD  
St Patrick's Rd. 32  
Amsterdam 5AG  
Neederlands**

23 March 2001

The Sales Director  
VELA ITALY  
Corso Vannucci 46  
Pisa  
ITALY

Dear Sir

We read your advertisement ..... the current edition ..... »*Sailors for fun*« and are interested ..... your products, particularly ..... sailing boats' equipment.

We are a large retail company ..... shops throughout Northern Europe and would like your catalogue and price list, quoting Amsterdam prices.

Please let us know your terms ..... trade, including quantity discounts, delivery dates, and any credit facilities you are prepared to offer ..... large orders.

We look forward ..... hearing ..... you soon.

Yours faithfully

Herman DeGoor  
Managing Director

**b) Write a short letter of reply.**

- Thank Mr DeGoor for his letter, quoting the date
- Give him the following information:
  - Discounts – quantity discounts on orders over \$15,000
  - Delivery time – usually 2 months after receipt of order
  - Credit facilities – only after trading for at least one year with the company

## 2 Mock Exam 2

### A. Translate the following sentences.

Rad bi se dogovoril za sestanek z g. Millerjem.

.....  
Gospod Miller pride čez 10 minut.

.....  
Lahko pustim sporočilo za g. Millerja?

.....  
V torek bom v Bostonu.

.....  
Žal vašega plačila še nismo prejeli.

.....  
Opravičujemo se zaradi zamude pri dobavi blaga.

.....  
Želela bi potrditi svojo rezervacijo.

.....  
Pišem vam v zvezi z vašim oglasom v »Delu« z dne 24. marca.

.....  
Žal vas moramo obvestiti, da . . .

.....  
Potrjujemo prejem vašega dopisa in se vam želimo opravičiti zaradi poznega odgovora.

.....  
Poudariti moramo, da . . .

.....  
Ugodili bomo vaši želji.

.....  
To je vse, kar lahko naredimo v tem trenutku.

.....  
Pošiljamo vam cene za . . .

.....  
Žal naše podjetje ne more sprejeti tega znižanja

### B. Correct the mistakes.

Mr Brown is calling you back in 20 minutes.

You have to pay on advance.

Jill Hopkins is on a meeting.

We are apologise for any . . .

I call to cancel the meeting with Mr Smith on Monday.

I write in connection with your advertisement . . .

I didn't see him for two years.

I have checked the data yesterday.

We would regret to tell you that . . .

This is owing to the fact that the fall of the dollar.

**C. Find the prepositions.**

- |          |             |          |                |
|----------|-------------|----------|----------------|
| 5) ..... | the evening | 5) ..... | holiday        |
| 6) ..... | night       | 6) ..... | a conference   |
| 7) ..... | Wednesday   | 7) ..... | the time being |
| 8) ..... | the summer  | 8) ..... | the weekend    |

**D) Form questions**

**Mr Big** wrote the report.

.....

**John** starts work at 9 a.m.

.....

I'm writing **a letter**.

.....

Mr Miller informed **our representative in Prague**.

.....

I didn't attend the meeting, **because I was late**.

.....

**E) Fill in the missing words**

- 11) The chairman leads the .....
- 12) ..... to our telephone conversation this morning. . .
- 13) I ..... to tell you that the spare parts you ordered haven't arrived yet.
- 14) We are extremely sorry ..... losing your order.
- 15) With ..... once again.
- 16) If you require any further information, please do not ..... to get in touch with us.
- 17) Thank you for your letter and ..... in our products.
- 18) ....., we have not yet received the goods.
- 19) I would be ..... if you could send us details of your software.
- 20) The mistake was ..... to a clerical error.



**F) Choose the correct word to complete each sentence.**

- 11) This is owing to **the fact that a network breakdown / a network breakdown**.
- 12) We require payment **in / within** 30 days.
- 13) That's **inconvenient / inconvenient**.
- 14) The parcel will arrive in **at last / at least** two day's time
- 15) **Should / Could** you sign here, please?
- 16) Could you please inform me of what kind of instruments you are **interesting / interested** in?
- 17) They **refused / denied** to pay for the goods.
- 18) What's **on / at** the agenda?
- 19) We have to **do / make** a decision.
- 20) We **deal / are dealing** with your order now.

**G) Telephoning. Fill in the missing expression.**

Assistant: Royalty Shops. Alison Jones .....

Caller: This is Jon Hayes. .... I speak to someone in Customer Service.

Assistant: ..... on. I'll ..... you .....

C.S: Customer Service. Jane Roul. Can I ..... you?

Caller: Good morning. I bought a lamp at your store three weeks ..... It worked for 2 days and then it broke.

C.S.: I'm ....., but it's not our responsibility if it broke after being used.

Caller: Could I ..... to your manager, please.

C.S. Just a .....

Manager: Hello. Ken Sikes .....

Customer: I bought a lamp which worked for two days and then broke.

Manager: No problem. .... you like a refund?

Customer: Yes, please

Manager: ..... you give me your name please?

Customer: It's John Hayes.

Manager Could ..... surname , please?

Caller: That's Hayes.

Manager: ..... ?

Caller: My telephone number is 536790.

Manager: ..... ?

Caller: I bought it at your store in Brighton Street.

Manager: Please bring the lamp back and we will give you a refund.

Caller: Thank you very .....

**H) Synonyms. Find another expression for:**

- 6) call off - .....
- 7) further details - .....
- 8) convenient - .....
- 9) in reply to - .....
- 10) consignment - .....

**I) What is the English expression for:**

znižanje cene		obvestiti	
naročilo		razložiti	
faktura		zanimati se za	
zamuda		biti odgovoren za	
odziv		zadovoljen	

**J) Choose the best responses.**

1. Can you give me a quotation?
  - d. We haven't got any more available.
  - e. This price is very competitive.
  - f. They cost \$ 23.50 each.
2. Can we have a higher discount?
  - d. It depends on the number you order.
  - e. The prices are our lowest.
  - f. It's not so much.
3. We are thinking of buying your products.
  - a. Then take advantage of our introductory offer.
  - b. Business is good at present.
  - c. Share prices have been falling lately.
4. Can you offer the large size at the same price?
  - d. No, it's cheaper.
  - e. No, it's more expensive.
  - f. No, the price is unchanged.
5. Are those your most favourable prices?
  - a. Yes, we have plenty available.
  - b. No, we can reduce them.
  - c. Yes, they are very important

## K. Letter writing

a) Fill in the prepositions.

*SILVER OFFICE SUPPLIES*  
14 North Street  
London EC1 7AD

5 May 2002

Mr. A. Suzuki  
Sales Manager  
1-33 Kitashinjuku 7-chome  
Tokyo 160  
Japan

Dear Mr Suzuki

We thank you ..... your letter ..... 17 April, ..... which you enclosed your catalogue and price list. Your offer ..... 10 % cash discount is quite satisfactory.

We have contacted Mr Nixon and we need ..... least four processors.  
We are therefore, placing an order ..... 4 SCROLL 2000 word processors.

We would be grateful if you could deliver the processors ..... 30 May. We are sending you a copy of our order ..... fax. We ask you ..... confirm receipt of the order ..... soon as possible.

We look forward ..... receiving the shipment and doing business ..... you in the future.

Yours sincerely

Mark Twain  
Managing Director

b) Write a short letter of reply to this fax enquiry. Use the notes given.

**FAX**

To: Books Inc.  
From: Leo Trone

Date: 28 April  
Re: Book Availability

Could you let me know if you have twenty copies of *The Effective Manager* in stock? I need them for a course I'm running next month. If you have, can you get them to me by 7 May? It would also be useful if you could send me your latest catalogue.

Regards,  
**Leo Trone**

*Notes:*

*only 18 copies in stock  
will get some more by 25 May  
will send by DHL*

*18 copies will be there by 4 May  
need address  
enclose catalogue*

**A. Translate the following sentences.**

1. Prosim potrdite pismo
2. V zvezi z našim e-meilom z dne 15. feb. 2003 vam sporočamo...
3. Radi bi potrdili enoposteljno sobo za g. Novaka od 5-8. junija 2003

4. Hvala v naprej
5. Vaše osebne podatke prosim

1. Oproščamo se za nevspečnosti.

---

2. Želela bi potrditi naročilo št. 25/B.

---

3. Prosim potrdite pismo.

---

4. V zvezi z našim e-meilom z dne 15. feb. 2003 vam sporočamo...

---

5. Radi bi potrdili enoposteljno sobo za g. Novaka od 5-8. junija 2003.

---

1. Hvala v naprej.

---

2. Vaše osebne podatke prosim

---

**B. Correct the mistakes.**

- 11) Mr Brown works in Intereuropa.
- 12) He is doctor.
- 13) Catherine live in London.
- 14) How often you travel to Germany.
- 15) He has thirty-five years.
- 16) I work here for 5 years.
- 17) We are mostly dealing with China.
- 18) Our company was found 20 years ago.

**C. Fill in the prepositions.**

- |                        |                          |
|------------------------|--------------------------|
| 9) ..... the afternoon | 5) ..... a business trip |
| 10) ..... night        | 6) ..... a meeting       |
| 11) ..... Thursday     | 7) just ..... time       |
| 12) ..... May 1        | 8) ..... 3 o'clock       |

**D) Form questions**

6) Mr Collins is writing **a letter of complaint**.

.....

7) We started our business **5 years ago**.

.....

8) She travels a lot to **Japan**.

.....

9) **Mr Miller** signed the contract.

.....

10) I didn't call you back, **because I was too busy**.

.....

### E) Fill in the missing words

- a. The ..... leads the meeting.
- b. During the meeting the secretary keeps the .....
- c. Could you please tell me the date and ..... of the meeting?
- d. The meeting will take place on 15 May instead of 13 May. It has been .....
- e. Today there are five items on our ..... to discuss.
- f. Ms Brown will contact you directly to arrange a ..... time for her visit.
- g. I look forward to ..... from you soon.
- h. Thank you for your enquiry ..... 12 June.
- i. With ..... to your recent advertisement in PC HIT, I would be grateful if you could send me details of your business software.
- j. We ..... receipt of your order dated 17 September 2001 for:

### F) Choose the correct word to complete each sentence.

- 21) We are **delighted / friendly** to hear that the conference was a success.
- 22) Please find the **attached / enclosed** euro prices as requested.
- 23) This is Peter Smith **speaking / talking**.
- 24) He is in charge **of / for** receiving visitors.
- 25) **Would / Could** I have your name again, please?
- 26) **Excuse me / Sorry** for being late.
- 27) I would like to apologise **about / for** the delay.
- 28) Please let me know if you **want / need** any further information.
- 29) Most of the items are **on / in** stock.
- 30) **I just / I have just** finished the report.

**G) Telephoning. Fill in the missing expression.**

Assistant: Galaxy Computer Supplies.  
Caller: ..... 277, please.  
Assistant: ..... on. I'll ..... you .....  
Sales: Overseas Sales. Lynne Noon .....  
Caller: Good morning. I'm interested ..... your firesafe cabinets. Do you have a sales office in Spain?  
Sales: I'm ..... we don't, but I can arrange for a sales visit from our agent.  
Caller: No, no. That's not necessary. .... you quote me a price for 20 BZ11 cabinets?  
Sales: Who ..... is calling?  
Caller: Oh, Jose Rosales.  
Sales: ..... , please?  
Caller: That's R-O-S-A-L-E-S.  
Sales: ..... ?  
Caller: My fax number is 1 430 6687.  
Sales: ..... ?  
Caller: It's Telefonica Espania.  
Sales: Telefonica Espania.  
Caller: Right.  
Sales: I'll work out the price and fax it to you.  
Caller: .....  
Sales: Bye.

**H) Telephoning. Find another expression for:**

- 11) connect you - .....
- 12) busy - .....
- 13) postpone - .....
- 14) suitable - .....
- 15) say again - .....

**I. Letter writing**

a) Fill in the prepositions.

ALL SPORTS LTD  
St Patrick's Rd. 32  
Amsterdam 5AG  
Nederlands

23 March 2001

The Sales Director  
VELA ITALY  
Corso Vannucci 46  
Pisa  
ITALY

Dear Sir

We read your advertisement ..... the current edition ..... *Sailors for fun* and are interested ..... your products, particularly ..... sailing boats' equipment.

We are a large retail company ..... shops throughout Northern Europe and would like your catalogue and price-list, quoting Amsterdam prices.

Please let us know your terms ..... trade, including quantity discounts, delivery dates, and any credit facilities you are prepared to offer ..... large orders.

We look forward ..... hearing ..... you soon.

Yours faithfully

Herman DeGoor  
Managing Director



**b) Write a short letter of reply.**

- Thank Mr DeGoor for his letter, quoting the date
- Give him the following information:
  - Discounts – quantity discounts on orders over \$15,000
  - Delivery time – usually 2 months after receipt of order
  - Credit facilities – only after trading for at least one year with the company

## 4 Mock exam 4

### A. Translation

1) Lahko govorim z gospodom Stevensom, prosim?

.....

2) Prosim pokličite nazaj čez pol ure.

.....

3) Kdaj je rok za oddajo poročila?

.....

4) Sestanek se začne ob petih popoldne.

.....

5) Pravkar sem poklicala taksi.

.....

6) Želite skodelico kave?

.....

7) Žal Vam ne morem pomagati.

.....

### B. Correct the mistakes.

19) Mary go to work by bus.

20) I'd like make an arrangement.

21) Excuse me, we can't help you.

22) Could you tell that again, please?

23) I'm afraid but Friday don't suit me.

24) We work together since 1988.

25) Will I send you a copy of the contract?

26) I pleased to hear that.

### C. Fill in the prepositions.

13) ..... the afternoon

5) ..... a business trip

14) ..... delay

6) ..... a meeting

15) ..... the latest

7) ..... 10 minutes

16) ..... April 17

8) ..... 9 o'clock

#### D) Form questions

11) **Mr Potter** wrote the report.

.....

12) **John** starts work at 9 a.m.

.....

13) I'm writing **a letter**.

.....

14) Mr Miller informed **our representative in Vienna**.

.....

15) I didn't attend the meeting, **because I was tired**.

.....

#### E) Fill in the missing words

21) The chairman leads the .....

22) ..... to our telephone conversation this morning. . .

23) I ..... to tell you that the spare parts you ordered haven't arrived yet.

24) I am extremely sorry ..... losing your order.

25) With ..... once again.

26) If you require any further information, please do not ..... to get in touch with us.

27) Thank you for your letter and ..... in our products..

28) ....., we have not yet received the goods.

29) I would be ..... if you could send us details of your software.

30) The mistake was ..... to a clerical error.

#### F) Choose the correct word to complete each sentence.

31) This is owing to **the fact that a network breakdown / a network breakdown**.

32) We require payment **before / within** 30 days.

33) That's **inconvenient / inconvenient**.

34) The parcel will arrive in **at last / at least** two day's time.

35) **Should / Could** you sign here, please?

36) Could you please inform me of what kind of instruments you are **interesting / interested** in?

37) They **refused / denied** to pay for the goods.

38) A **note / notice** is a piece of information on public display.

39) We have to **do / make** a decision.

40) We **deal / are dealing** with your order now.

**G) Telephoning. Fill in the missing expression.**

**Operator:** GTS Motors. ....?   
**Mr Black:** Good morning. DELphi Brighton here. I'd like to speak ..... an order.   
**Operator:** Right. .... to Mr Green.   
**Mr Black:** Thank you.   
**Mr Green:** Green .....   
**Mr Black:** CPS Industries. Mr Black ..... Good morning Mr Green. Err ... can I ask you to ..... forward our order?   
**Mr Green:** Well, we'll see. What's the ....., please?   
**Mr Black:** Ah ... yes, I've got it. Err ... TR / 7721.   
**Mr Green:** Right. You ..... 72 KS pump motors and a series of spare parts.   
**Mr Black:** That's it. Could ... could you possibly bring forward delivery ..... next month? We need them ..... than we .....   
**Mr Green:** Next month. And ... umm ... you originally specified delivery ..... the end of May. I'll see what ..... Can ..... you back, Mr Black?   
**Mr Black:** Yes, I'd be very ..... if you would. We thought May would be OK, but we've been given shorter deadlines ourselves. We'd very much like to have the order in April ..... at all possible.   
**Mr Green:** Right. .... me you phone number? Or is it the one on the order?   
**Mr Black:** Yes, that's the number. Let me give you my ....., too. It's 433.   
**Mr Green:** OK. You'll be hearing from me ..... tomorrow at the latest.   
**Mr Black:** Ah, that's ..... Thanks very much. Goodbye.

**H) Telephoning. Find another expression for:**

- 16) consignment - .....
- 17) immediately - .....
- 18) put off - .....
- 19) put through - .....
- 20) pleased - .....

## I. Letter writing

a) Fill in the prepositions.

### Plextor & Fressange

1146 Belle Rue  
C-7633 Marseilles  
France

16 April 2001

Gimpex Ltd.  
125 St. Michael Rd  
Stratford 5BS 3TY  
ENGLAND

Dear Sir or Madam

We were impressed by the **selection / exhibition** of sweaters that were displayed on your stand at the "Fashion 2002" trade fair held in Milan last month.

We are a large chain of retailers and are looking for a **production / manufacturer** who could **supplier / supply** us with a wide range of sweaters for the teenage market.

As we usually **place / offer** very large orders, we would expect a **large / quantity** discount. Our **condition / terms** of payment are normally 30-day bill of exchange, documents against acceptance.

If these conditions interest you please send us your current catalogue and a price-list. We hope to hear from you soon.

Yours **sincerely / faithfully**



Jacques Maurice  
Sales Manager

**b) Write a short letter of reply.**

- Thank Mr Maurice for his letter, quoting the date
- Give him the following information:
  - Discounts – quantity discounts on orders over \$50,000
  - Delivery time – usually 3 months after receipt of order
  - Accept his terms

## 5 Drill

Complete these sentences.

1. I'm calling to .....(odpovedati sestanek)
2. I'm calling to .....(dogovoriti se za sestanek)
3. I'm calling to .....(rezervirati hotelsko sobo)
4. I'm calling to .....(naročiti 25 strojev)
5. I'm calling to .....(preložiti sestanek)
6. I'm calling to .....(obvestiti o novih tel. štev.)

1. I'm afraid she .....(ni v pisarna)
2. I'm afraid he .....(šel ven)
3. I'm afraid but .....(ne morem vam pomagati)
4. I'm afraid she .....(na sestanku)
5. I'm afraid but .....(bo na službenem pot.)

1. Would you like to ..... ?(poklicati nazaj)
2. Would you like to ..... ?(odpovedati sestanek)
3. Would you like to ..... ?(preložiti sestanek)
4. Would you like to ..... ?(ostati na zvezi)
5. Would you like to ..... ?(govoriti z g. Černetom)
6. Would you like ..... ?(skodelico kave )
7. Would you like ..... ?(enoposteljno sobo)
8. Would you like to ..... ?(ostati še kakšen dan)
9. Would you like to ..... ?(vzeti taksi)
10. Would you like to ..... ?(se srečati z njim v mestu)

1. Could you ..... ?(nam poslati kopijo pogodbe)
2. Could you ..... ? (rezervirati tri enoposteljne sobe)
3. Could you ..... ?(njega pričakati na letališču)
4. Could you ..... ?(govorili počasneje)
5. Could I ..... ?(govoriti z ga. Nunn)
6. Could I ..... ?(dobiti vaš e-mail naslov)
7. Could you ..... ?(črkovati vaš priimek )
8. Could you ..... ?(preveriti, če je pog. že podp.)

1. Well, I'll have to .....(preveriti, če je v pisarni)
2. Well, I'll have to .....(najti kopijo pogodbe)
3. Well, I'll have to .....(preveriti, če je pog. že podp.)
4. Well, I'll have to .....(vprašati, če ima v petek čas)
5. Well, I'll have to .....(ponovno napisati fax)
6. Well, I'll have to .....(poklicati ponovno)

1. I'll see if .....(Mr Dobbs v pisarni)
2. I'll see if .....(se lahko sreča z vami)
3. I'll see if .....(ima čas v torek)
4. I'll see if .....(bo nazaj do 12.00)
5. I'll see if .....(oni potrdili rezervacijo)