

1 telephone  
15 compliments

## B

- 1 on/next/-
- 2 in
- 3 would
- 4 regards
- 5 sorry
- 6 make/manage
- 7 away/busy/out
- 8 How/What
- 9 instead
- 10 able
- 11 would
- 12 seeing/meeting
- 13 call/ring
- 14 any

## C

1 b 2 e 3 d 4 a 5 f 6 c

## D

- 1 Are we still okay for Thursday?
- 2 I need to finalize arrangements today.
- 3 can we reschedule for the following week?
- 4 something urgent has come up.
- 5 I'll circulate the agenda in the next few days.
- 6 let me know if you want to make any changes.

## E

- 1 're going
- 2 're catching
- 3 will be
- 4 're staying
- 5 're meeting
- 6 'll take
- 7 're not doing/aren't doing
- 8 'll have
- 9 I'll forward

## 21 Negotiating with external partners

### A