

1. exercise 3 on page 20 in the Coursebook
2. exercise 2 on page 10 in the Workbook
3. Read carefully the writing exercise on page 10 in the Workbook and read the suggested answer on page 90.
4. exercises 4 and 5 on page 145 from Business Grammar Builder by P.Emmerson (the copy of which you got in the lesson)