# Complete the sentence using the correct form of tense

If they \_\_\_\_\_ (give) us more time, we would be able to look at our logistics problems in more detail.

I’ll give you a 13% discount if you \_\_\_\_\_\_ (place) your order today.

If we \_\_\_\_\_\_\_\_(confirm) the job offer today, he’ll be able to start work at the beginning of the month.

If I \_\_\_\_\_\_ (come) to your team meeting at 10 am, would I be able to leave at midday? I have another appointment to go to.

# Fill in the blanks using the correct vocabulary from the table below

|  |  |  |
| --- | --- | --- |
| Willing Vote ProposeAgainst | Abstaining abstentionFavor Vote  | Second PutMotion  |

1. I \_\_\_\_\_\_\_\_ to the board that we look at shutting down our plant in Germany and moving production to our plant in Slovakia.
2. Is anyone \_\_\_\_\_\_ to second Christian’s \_\_\_\_\_\_\_?
3. I’ll \_\_\_\_\_\_ it.
4. Let’s \_\_\_\_\_\_ this to a \_\_\_\_\_\_\_.
5. All those in \_\_\_\_\_? \_\_\_\_\_\_\_?
6. Regina. Are you \_\_\_\_\_\_\_\_\_?
7. Christian’s \_\_\_\_\_\_ is carried: 7 votes “for”, none “against” and one \_\_\_\_\_\_\_\_\_.

# Complete the sentences using the words from the table below

|  |  |  |
| --- | --- | --- |
| LaterHopefullyGoing Starting  | IdeaDefinitely Proposing  | Fairly Over Keep  |

1. Decisions will \_\_\_\_\_\_\_\_\_\_\_\_ have been made by Tuesday next week
2. \_\_\_\_\_\_\_\_\_\_ from next month will be available
3. This is probably \_\_\_\_\_\_\_\_\_\_\_to be (difficult)
4. We’re \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. We plan to \_\_\_\_\_\_\_\_\_\_ you informed about it
6. We are \_\_\_\_\_\_\_\_\_\_ certain this will have been carried out by Monday.