

**Passive**

1. We will probably receive the new catalogue next week.  
\_\_\_\_\_.
2. Several different people called my boss in his office yesterday.  
\_\_\_\_\_.
3. Just a few hours ago, the workers were repairing the roof.  
\_\_\_\_\_.
4. They must repeat the difficult process because of the bad results.  
\_\_\_\_\_.
5. They are supplying many of their customers with exclusive diamond rings.  
\_\_\_\_\_.

**Reported Speech**

*You have taken the messages below for your boss, Mr. Peters. When he comes back, you report what the people SAID, ASKED, etc.*

1. Mrs. Manny: "I might be late for the meeting tomorrow. Can Mr. Peters wait for me outside the restaurant?"  
\_\_\_\_\_  
\_\_\_\_\_.
2. Tony Mae: "I'm going to need help with my project tomorrow. I would like to meet Mr. Peters at 10:15 to arrange everything."  
\_\_\_\_\_  
\_\_\_\_\_.
3. Liz and Jack Daniels: "We have already received the catalogue. When will the products be ready for delivery?"  
\_\_\_\_\_  
\_\_\_\_\_.
4. Mr. Peter's mother: "Tell my son that he should not forget his father's birthday. Has he already bought a present?"  
\_\_\_\_\_  
\_\_\_\_\_.
5. Al Bundy: "Where are the posters which I gave Mr. Peters' wife yesterday? She must return them until next week."  
\_\_\_\_\_  
\_\_\_\_\_.

**Write a letter from the following details**

Sehr geehrter Herr Daniels!

- Bestätigen den Erhalt Ihres Briefes vom 7. August.
- Haben Ihnen gestern Katalog und Preisliste gesendet, sollte morgen ankommen.
- Möchten Sie aufmerksam machen, dass alle Produkte aus erstklassigem Stoff hergestellt und sorgfältig verarbeitet (manufactured) sind.
- Sollten Sie weitere Informationen benötigen, erreichen Sie uns telefonisch.
- Freuen uns darauf, mit Ihnen in Geschäftsverbindung zu treten.

Hochachtungsvoll