# (Unit 9) webWorkSheet



#### 1 Prepositions

Fill in the gaps with the following prepositions. You can use some of the words more than once.

bу	• for • in • of • to • with					
1.	The monitors the computers are quite new.					
2.	All letters are typed the receptionist. She mainly works the general					
	director but sometimes also the sales director.					
3.	. Yesterday, the sales director had a meeting our most important customer					
	the conference room.					
4.	This morning, many staff members came late the office because there was a lot of					
	traffic.					
5.	Last week, we sent several products our customer Milan. He was very					
	satisfied the quality the products.					



Grammar Reference: Prepositions, page 176

### 2 Past participle

Can you put in the past participle of the following verbs?

1.	The letter was	to New York
	City by air mail	

send • write • open • invite • decorate

- 2. What was \_\_\_\_\_ on the poster at the entrance?
- 3. The first International Youth Hostel was \_\_\_\_\_ in 1910.
- 4. Yesterday, we were \_\_\_\_\_ for dinner. We enjoyed it very much.
- 5. The lobby of the hotel was \_\_\_\_\_ with many flowers for the Governor's party.

# 4 Polite questions

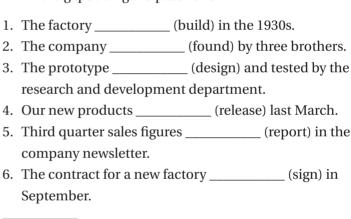
Rewrite the questions using 'could' to make them more polite.

1.	Can you mail this letter for me? –
2.	Can you pick me up from the airport at 2pm?
3.	Can you call the technical hotline for help? –

4.	Can you	register us	for the	conference?	-

## 3 Made in Germany?

Fill in the gaps using the passive form.



Grammar reference: Passive form, page 187

#### 5 Mail terms

Practise using the vocabulary you learned in Unit 9. Fill in the gaps with the following words.

post office • air mail • weighs • recipient

- 1. Usually, letters to other continents are sent by
- 2. The person who is going to receive the letter is called the \_\_\_\_\_.
- 3. You buy stamps at the \_\_\_\_\_.
- 4. The package is not very heavy; it only \_\_\_\_\_450 g.



