

## page 14

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

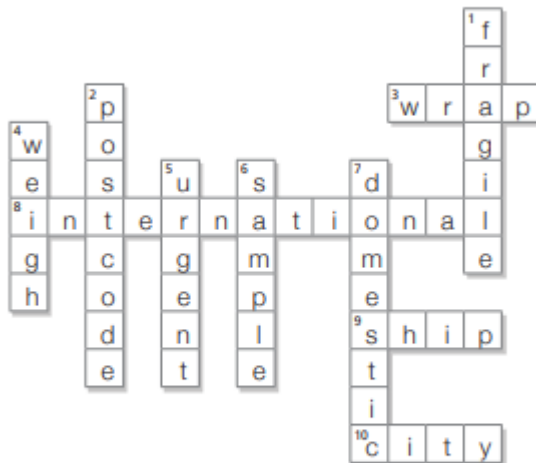
**2** 1. adjust 4. sort  
2. complete 5. sender  
3. procedure 6. stamp

**3** 1. gift 5. the number of your house  
2. immediately 6. send  
3. protect 7. send a parcel  
4. heavy 8. be certain it won't get lost

**4** 1. city 5. reach its destination  
2. country 6. courier  
3. postcode 7. tracking  
4. pre-paid envelope 8. pick up

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**5**



**Say It!**

1. b 2. a 3. b 4. a 5. a

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- 1** 1. didn't sort                      4. didn't leave  
2. didn't pick up                5. didn't file  
3. didn't write
- 2** 1. We didn't have lunch at the café yesterday.  
2. She didn't sort the mail properly.  
3. They didn't receive the contract last week.  
4. I didn't go to the post office last Monday.  
5. You didn't wrap the sample in bubble wrap.
- 3** 1. didn't turn off                4. didn't file  
2. didn't return                5. didn't close  
3. put                                6. threw away
- 4** 1. He didn't distribute the post.  
2. He typed letters.  
3. He took minutes at a meeting.  
4. He didn't order office supplies.  
5. He filed documents.  
6. He didn't search the Internet.

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- 5** 1. Did ... throw – c            4. did ... pick up – d  
2. Did ... write – e            5. did ... ship – a  
3. did ... put – b
- 6** 1. Did you go to the post office last week?  
2. Did your family receive a package last month?  
3. Did your address change last year?  
4. Did you use a printer yesterday afternoon?  
5. Did a friend call you a few minutes ago?  
6. Did your teacher give you homework yesterday?
- 7** 1. Yes, I did. / No, I didn't.  
2. Yes, they did. / No, they didn't.  
3. Yes, it did. / No, it didn't.  
4. Yes, I did. / No, I didn't.  
5. Yes, he/she did. / No, he/she didn't.  
6. Yes, he/she did. / No, he/she didn't.
- 8** 1. did she buy at the post office  
2. did you call her  
3. did he start his new job  
4. stamps did you put on the envelope  
5. did Mr Hill meet the visitors