

Business terms:

1. We're writing you in _____ to (= about) the email we received on...

- regards
- regarding
- view

2. _____... = On the other hand...

- Conversely
- Regrettably
- Incredibly

3. I received your email, in which you _____ (= described in detail) your plan to launch the product by next March.

- dated
- mentioned
- outlined

4. Sorry for _____ back to you so late. = Sorry for the late response.

- coming
- getting
- responding

5. Let's _____ (= arrange) a meeting for Friday.

- make up
- think up
- set up

6. At the present time... = At _____ time...

- this
- current
- now

7. We usually _____ (= communicate with) clients directly.

- deal with
- delve into
- dole out

8. It would really _____ if you could send me some additional information.

- aid me out
- find it helpful
- help me out

9. I believe we should take a different _____. = I think we should do something different.

- action item
- course of action
- action plan

10. I've _____ (= examined) your payment history, and I did notice the discrepancy that you mentioned.

- locked into
- looked into
- loaned out