

## Mrs Cheetham is giving a long list of jobs to her secretary. What exactly does she want him to do?

1	“Fax this letter to Manchester asap.”	<i>She wants him to fax a letter to Manchester asap.</i>
2	“Please don’t leave any windows open when you go home.”	<i>She doesn’t want him to leave any windows open when he goes home.</i>
3	“Please shred this letter from the Company Chairman.”	<i>She wants him to shred a letter from the Company Chairman.</i>
4	“Please don’t use the office phone for private calls.”	<i>She doesn’t want him to use the office phone for private calls.</i>
5	“Can you arrange a meeting with the sales reps at 11.00.”	<i>She wants him to arrange a meeting with the sales reps at 11.00.</i>
6	“Please don’t be late back from lunch today.”	<i>She doesn’t want him to be late back from lunch today.</i>
7	“This report on the latest sales figures must be distributed to all section heads.”	<i>She wants him to distribute a report on the latest sales figures.</i>
8	“Don’t open any letters adressed to me marked ‘personal’.”	<i>She doesn’t want him to open any letters adressed to her marked 'personal'.</i>
9	“These letters need posting to our new client in Munich.”	<i>She wants him to post some letters to their new client in Munich.</i>
10	“Please don’t spend too long on the phone.”	<i>She doesn’t want him to spend too long on the phone.</i>
11	“Can you please make me a dozen photo-copies of this monthly report.”	<i>She wants him to make her a dozen photo-copies of a monthly report.</i>
12	“Don’t give anyone a copy of the sales report yet.”	<i>She doesn’t want him to give anyone a copy of the sales report yet.</i>
13	“Please call the caretaker to repair the lock on my door.”	<i>She wants him to call the caretaker to repair the lock on his door.</i>
14	“Please don’t send out <u>any</u> letters with Tipp-Ex on them!”	<i>She doesn’t want him to send out <u>any</u> letters with Tipp-Ex on them.</i>
15	“Oh, by the way - can you get me £300 in Swiss Francs from the bank.”	<i>She wants him to get her £300 in Swiss francs from the bank.</i>
16	“Please remind me this afternoon to call the President.”	<i>She wants him to remind her this afternoon to call the President.</i>
17	“Please take this shirt to the dry-cleaner’s in Sloane Street.”	<i>She wants him to take a shirt to the dry-cleaners in Sloane Street.</i>
18	“For goodness sake don’t tell anyone I’m in until you’ve checked with me.”	<i>She doesn’t want him to tell anyone she’s in until he has checked with her.</i>
19	“I need Sir Jack Cunningham on the phone asap.”	<i>She wants him to get (her) Sir Jack Cunningham on the phone.</i>
20	“Please don’t let anyone into my office if I’m not there.”	<i>She doesn’t want him to let anyone into her office if she’s not there.</i>
21	“Can you book me a table at Maxim’s for 20.00 tonight.”	<i>She wants him to book her a table at Maxim's for 20.00 tonight.</i>
22	“Please don’t leave coffee-cups on the photo-copier.”	<i>She doesn’t want him to leave coffee-cups on the photo-copier.</i>
23	“Could you please call my wife and tell her I’ll be late home today.”	<i>She wants him to call her husband and tell him she’ll be late home today.</i>
24	“Please don’t leave your motor-cycle helmet on your desk.”	<i>She doesn’t want him to leave his motor-cycle helmet on his desk.</i>