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|---------------|--------------------|
| <b>NAME:</b>  |                    |
| <b>DATE:</b>  |                    |
| <b>TOPIC:</b> | sentence structure |
| <b>LEVEL:</b> | B1 / B2            |

Correct the structure of these sentences:

I wrote last week 6 new offers.

We have to as soon as possible process the orders.

Did you yesterday meet Mr Jackson?

Delivery takes normally one week.

We will you written confirmation send.

There lives more than 100,000 people in Erlangen.

The invoicing makes Mrs Jones.

The balance sheet prepares every year Mr  
Clark.

Please as soon as possible send us your  
order.

Order processing does normally Mrs Wright.