

## Past Simple

### Complete the sentences with **was** or **were**.

- 1 Sandra was at the meeting.
- 2 Jeff and Liz ..... at Head Office yesterday.
- 3 There ..... a lot of sales representatives at the meeting.
- 4 It ..... difficult to get a discount.
- 5 The people ..... nice, but their questions ..... very difficult. Or maybe I ..... just a bit tired.
- 6 The product presentation ..... last Tuesday. My boss and I ..... there to talk about our new brand of soft drinks.
- 7 Their products ..... always the best on the market.
- 8 Two or three of our customers from Korea ..... there.

### Write the missing letters to complete the verb forms.

Infinitive	Past
1 buy	b <u>o</u> <u>u</u> <u>g</u> <u>h</u> <u>t</u>
2 c _ _ _	cost
3 fly	f l _ _
4 get	g _ _
5 g _ _ _	gave

Infinitive	Past
6 pay	p _ _ _
7 s _ _ _	sold
8 spend	s p _ _ _
9 t _ _ _	took
10 write	w r _ _ _

### Complete the sentences with a past form. Use verbs from exercise B.

- 1 Last month, we bought ten new computers for our administrative staff.
- 2 I ..... a memo to all reps yesterday.
- 3 He ..... up at 9 o'clock so of course he was late for the meeting.
- 4 Our company ..... a lot on promotion last year.
- 5 They ..... for everything in cash.
- 6 We ..... back to Zurich with Lufthansa.

Complete the information about sales figures with the past form of the verbs on the right.

Last year's overall sales figures <u>were</u> <sup>1</sup> excellent for Nielsen Electronics. In January, they ..... <sup>2</sup> the RU20 CD player and sales ..... <sup>3</sup> up from 2,000 to 2,500 the next month. In March, sales ..... <sup>4</sup> 3,500.	be introduce go reach
Sales then ..... <sup>5</sup> at the same level through the next quarter, but they ..... <sup>6</sup> to go up in July and August, when they ..... <sup>7</sup> to 4,000.	stay continue increase
Nielsen ..... <sup>8</sup> to launch their digital camcorder, the DCC-N300, in September, but production problems ..... <sup>9</sup> the introduction of this new model.	want delay
So Nielsen ..... <sup>10</sup> it at the end of October. Overall sales ..... <sup>11</sup> down after August and at the end of October they were at 3,500.	launch go
However, the DCC-N300 ..... <sup>12</sup> very popular and the overall volume of sales ..... <sup>13</sup> until the end of the year, when it ..... <sup>14</sup> 4,500.	be grow reach