

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 | Infinitive | Past |
|-----------------|--------------------------------|-------------------|-----------------------|
| 1 buy | b <u>u</u> g <u>h</u> <u>t</u> | 6 pay | p <u>ay</u> |
| 2 c <u>o</u> st | cost | 7 s <u>o</u> ld | s <u>old</u> |
| 3 f <u>l</u> y | f <u>l</u> <u>y</u> | 8 s <u>p</u> end | s <u>p</u> <u>end</u> |
| 4 g <u>et</u> | g <u>o</u> <u>t</u> | 9 t <u>o</u> ok | t <u>o</u> ok |
| 5 g <u>av</u> e | g <u>av</u> e | 10 w <u>ri</u> te | w <u>ri</u> <u>te</u> |

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