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 o u g h t |
| 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 ...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<br>introduce<br>go<br>reach<br>stay<br>continue<br>increase<br>want<br>delay<br>launch<br>go<br>be<br>grow<br>reach |