

B 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	fl _ _
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 _ _ _

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

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

D Complete the information about the sales figures with the past form of the verbs given.

Last year's overall sales figures were¹ excellent for Nielsen Electronics. In January, they² the RU20 CD player and sales³ up from 2,000 to 2,500 the next month. In March, sales⁴ 3,500. Sales then⁵ at the same level through the next quarter, but they⁶ to go up in July and August, when they⁷ to 4,000. Nielsen⁸ to launch their digital camcorder, the DCC-N300, in September, but production problems⁹ the introduction of this new model. So Nielsen¹⁰ it at the end of October. Overall sales¹¹ down after August and at the end of October they were at 3,500. However, the DCC-N300¹² very popular and the overall volume of sales¹³ until the end of the year, when it¹⁴ 4,500.

be
introduce
go
reach
stay
continue
increase
want
delay
launch
go
be
grow
reach

E Use the information in exercise D to draw the approximate pattern of overall sales.