

Unit 10: Grammar review – Past simple and past continuous

1 Put the dialogue in the correct order (1-8). Two lines have been done for you.

- a Why were you late? What happened? ___
- b What were you doing last night? You look tired! 1
- c Really? How do you know him? ___
- d So you had dinner together? ___
- e Yes, we did. And another old friend phoned while we were eating, so she came along, too! 8
- f Well. We were looking at the menu when an old colleague, Gaspare, came in. ___
- g I met him while I was working in Rome. ___
- h We went out to an Italian restaurant for an early dinner but in the end, we stayed very late. ___

2 Complete the sentences using the correct form of the words in the box.

check discuss give go have join talk work

- 1 While I _____ to a colleague, my mobile rang.
- 2 My manager called me and _____ me some important news.
- 3 When I _____ the company, only four other people were working there.
- 4 I _____ for a competitor in Tokyo when I first met my boss.
- 5 While she was giving her presentation, the lights suddenly _____ out.
- 6 I _____ a brilliant idea while I was driving to work today.
- 7 I got to the meeting late and when I arrived my colleagues _____ the budget.
- 8 First, I _____ my email and then I made some calls.

Choose the correct option.

Some days are good but today was just perfect. 1 I woke up, the sun was shining. I got up and I 2 a shower when my phone rang. It was my boss. 3 he was talking, I got a message from a customer. She wanted to see me as soon as possible, so while I 4 to my boss, I quickly got dressed and got in my car. While I 5 to see the customer, I heard on the radio about a competition to win a holiday. When I parked at the customer's office, I 6 a text to enter the competition. 7 I was waiting for the customer, I got a message on my phone. My customer arrived at that moment and we started the meeting, so I didn't have time to actually read the message. The customer had good news for us – a big order. We were discussing the details when my boss 8 He 9 to offer me a promotion! When I arrived at my office, I 10 the text from earlier which said I was the winner of the competition.

What a day!