Name : .....

- Complete the text using **first, after that, next, in the end, finally,** and the correct form of the verbs in the past:

Last Monday, I had a very busy day at work. (1) _____, I _____ (arrive) at the office and _____ (notice) that my computer was not working. I _____ (try) to fix it, but nothing worked.

(2) _____, I _____ (call) the IT department for help. They _____ (say) they would come in an hour. While I _____ (wait), I _____ (start) organizing some papers that were on my desk.

(3) _____, the IT technician _____ (arrive) and _____ (repair) my computer. It _____ (take) about 30 minutes, so I _____ (use) that time to prepare for an important meeting.

(4) _____, I _____ (have) the meeting with my manager and _____ (present) my ideas for the new project. My manager _____ (like) my suggestions and _____ (approve) them immediately.

(5) _____, I _____ (send) an email to the team with the updates and _____ (finish) my tasks for the day. It _____ (be) a tiring but productive day!

LIVEWORKSHEETS

YOUR TURN!

- Write a text about a work situation using **first, after that, next, in the end, finally,** and the correct form of the verbs in the past:



LIVEWORKSHEETS