

Past Simple

Negative	Interrogative
I didn't talk	Did I talk?
You didn't talk	Did you talk?
He didn't talk	Did he talk?
She didn't talk	Did she talk?
It didn't talk	Did it talk?
We didn't talk	Did we talk?
You didn't talk	Did you talk?
They didn't talk	Did they talk?

Short Answers

Yes, he did. / No, he didn't.

Yes, we did. / No, we didn't.

Watch Out!

✓ She didn't play.

✗ NOT: She didn't played.

1 Complete the sentences with the verbs in brackets. Use the Past Simple negative.

- I (sort) the mail and put everything in the mail log.
- The courier (pick up) the package yesterday.
- You (write) the correct address on the envelope.
- A woman called, but she (leave) a message.
- Sue (file) the documents in the filing cabinet yesterday. She was busy.

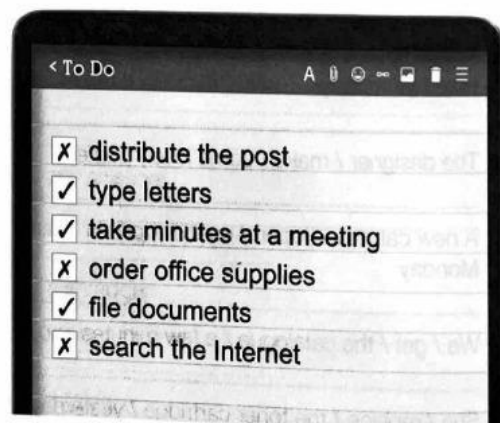
2 Write sentences with the words below. Use the Past Simple negative.

- We / have / lunch / at / the café / yesterday
.....
- She / sort / the mail / properly
.....
- They / receive / the contract / last week
.....
- I / go / to / the post office / last Monday
.....
- You / wrap / the sample / in bubble wrap
.....

3 Cheryl forgot to do some important things before she left the office yesterday. Look at the picture and complete the sentences. Use the Past Simple affirmative or negative of the verbs below.

file • throw away • turn off • close • return • put

- Cheryl the computer.
- She her coffee cup to the kitchen.
- She stamps on the envelopes.
- She some important documents.
- She the window.
- She the junk mail.

**4 Write sentences about what Dan did and didn't do at work yesterday. Use the Past Simple affirmative and negative.**

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-
-
-
-
-

5 Complete the questions with the verbs in brackets. Use the Past Simple. Then match the questions to the answers.

Questions

1. you (throw) the junk mail in the waste paper bin?
2. he (write) the postcode on the envelope?
3. How many spoons of sugar you (put) in my coffee?
4. What they (pick up) at the post office?
5. When they (ship) the supplies?

Answers

- a. On Monday.
- b. Just one. Is that enough?
- c. Yes, I did.
- d. Two packages.
- e. No, he didn't.

6 Write questions with the words below.

1. you / go / to the post office / last week
.....?
2. your family / receive / a package / last month
.....?
3. your address / change / last year
.....?
4. you / use / a printer / yesterday afternoon
.....?
5. a friend / call / you / a few minutes ago
.....?
6. your teacher / give / you / homework / yesterday
.....?

7 Answer the questions in Exercise 6. Make the answers true for you.

1.
2.
3.
4.
5.
6.

8 Complete the questions for the answers below. Use the Past Simple.

1. What?
She bought stamps at the post office.
2. Why?
I called her because I didn't receive her e-mail.
3. When?
He started his new job last month.
4. How many?
I put two stamps on the envelope.
5. Where?
Mr Hill met the visitors at the Bay Hotel.

9 Complete the dialogue between two administrative assistants with the verbs in brackets. Use the Past Simple.

- A: 1. you (stamp) the incoming mail, Taylor?
- B: Yes, and don't worry. I 2. (remember) to adjust the date.
- A: Good. 3. you (document) the mail in the mail log?
- B: Yes, I 4. (write) the date of each letter, the sender and the recipient.
- A: Fine. 5. you (sort) the mail according to the chart?
- B: Yes, but I 6. (not distribute) all of the items. I 7. (not know) where to put them.
- A: OK. I'll help you with those.

10 Complete the sentences with the verbs below. Use the Past Simple.

read • go • wrap • not understand • order
not move • reach • not buy

1. They into their new offices last week.
2. you the office supplies yesterday?
3. She to the post office, but she any large envelopes.
4. you the equipment in bubble wrap?
5. I your e-mail, but I all the details.
6. When the package its destination?

