

SIMPLE PAST TENSE REGULAR VERBS

6 Read the two emails below.

- 1 When was the meeting?
- 2 What was the reason for the meeting?
- 3 Why didn't Piotr organize the next business breakfast?

Tip | **was not / wasn't**

When speaking, use *wasn't* / *weren't*:

*I **wasn't** at the meeting.*

In formal or written English, use *was not* / *were not*:

*The company **was not** able to invest.*

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Subject: Next month's business event

Hi Piotr

Sorry I **wasn't** at the meeting last Monday. What **did** you **decide** to do about next month's business event?

Lydia

Alpha Marketing

Hi Lydia.

We **decided** to ask the management expert, Ron Peters, to give the next presentation on 25th.

I'm afraid I **didn't have** time to email Mr Peters or book the hotel last week and now I'm away for a week.

Can you organize it? Thank you.

Piotr

7 Look at the verbs in **bold** in 6 and complete these rules about the past simple.

- 1 Make positive sentences with verb + _____.
- 2 Make negative sentences with _____ + verb.
- 3 For questions and short answers, use _____ / *didn't*.

Complete the sentences. Use a verb from the box.

~~clean~~ die enjoy finish happen open rain start stay want

- 1 I cleaned my teeth three times yesterday.
- 2 It was hot in the room, so I _____ the window.
- 3 The film was very long. It _____ at 7.15 and _____ at 10 o'clock.
- 4 When I was a child, I _____ to be a doctor.
- 5 The accident _____ last Sunday afternoon.
- 6 The weather is nice today, but yesterday it _____ all day.
- 7 We _____ our holiday last year. We _____ at a very nice place.
- 8 Anna's grandfather _____ when he was 90 years old.

- 8 29▶ Lydia telephones Piotr about the presentation. Listen and tick (✓) what Lydia did on this 'to do' list.



To-do List

- ☐ Call Ron Peters
- ☐ Confirm the time of the presentation
- ☐ Telephone "Century Hotel"
- ☐ Book the room
- ☐
- ☐

- 9 29▶ Listen again and complete these sentences using the past simple of the verbs in brackets.

- 1 I just _____ to check ... (want)
- 2 ... if you _____ Ron Peters. (call)
- 3 What _____ he _____? (say)
- 4 Why _____ he _____ to speak then? (not / want)
- 5 I _____ the Century Hotel. (telephone)
- 6 _____ you _____ it? (book)
No, I _____. (not / do)

- 3** Complete this text with the past simple form of the verbs in brackets.

Report: Seminar Hotel Booking

We ¹ _____ (decide) to use Travel Inn. I ² _____ (call) to ask for a special price and they ³ _____ (email) me back to say it ⁴ _____ (not be) possible. We ⁵ _____ (not contact) them again and ⁶ _____ (try) another hotel. Two days later, we ⁷ _____ (receive) an email from Travel Inn. They ⁸ _____ (be) sorry about the prices and ⁹ _____ (offer) us a 10% discount. I ¹⁰ _____ (book) the meeting room immediately and they ¹¹ _____ (confirm) this in writing. It ¹² _____ (be) exactly what we ¹³ _____ (want).

- 4** Make questions in the past simple using the prompts.

- 1 When / you / start work? _____
- 2 Where / she / go on holiday? _____
- 3 Why / you / not email / me? _____
- 4 How / you / contact her? _____
- 5 Who / they / speak to? _____
- 6 Why / we / not call / him? _____