

SIMPLE PRESENT

Jane introduces Claude to João in London. Complete the dialogue by putting each of the verbs in brackets into the correct form of the present simple.

- JANE: Claude, (1) Do you know (you / know) João? João (2) (be) from Brazil, but he worked with me in Paris last year. He (3) (know) a lot about your line of work.
- CLAUDE: Really! Well I (4) (be) very pleased to meet you, João.
- JOÃO: Pleased to meet you too, Claude.
- CLAUDE: So, what exactly (5) (you / do)?
- JOÃO: I (6) (work) in the oil industry as a market analyst.
- CLAUDE: Oh, so you (7) (make) decisions about levels of production?
- JOÃO: No, I (8) (not make) any decisions really. My job (9) (involve) studying market trends and giving advice on levels of production.
- CLAUDE: Still, that's a lot of responsibility.
- JOÃO: Well, yes, but Brazil (10) (not / be) a major producer like Saudi Arabia. What about you?
- CLAUDE: I work for a French company that (11) (supply) specialised equipment to the oil industry. We (12) (be) one of the biggest companies in our market.
- JOÃO: Oh, really? And (13) (you / often / come) to London?
- CLAUDE: Yes, quite often. My company (14) (have) an office here. It (15) (not / take) long to get here now, if you travel by Eurostar. Could I give you my card?

SIMPLE PAST

Complete the dialogue using the verbs from the list below in the past simple. There is a mixture of affirmative, negative and question forms. There is one negative question.

~~go~~ take think sell like have (x2) make (x2) be (x4) buy

- DALE: Hi, Jill. You (1) went to the Milan Fashion Show last week, didn't you?
- (2) you a good trip?
- JILL: Yes, it was great.
- DALE: (3) you any useful contacts?
- JILL: Well, there (4) loads of people at the show, and I (5) a lot of good contacts but we (6) nearly as many orders as last year.
- DALE: Oh, why was that? (7) Didn't they like our new styles?
- JILL: No, no, that (8) the problem. The shoes (9) really well, but we (10) so successful with some of our other products, like handbags, for example, and there (11) much more competition this year.
- DALE: Who from?
- JILL: Well, the Paul Smith stand was really busy.
- DALE: Oh, but his clothes are expensive ... Um, (12) people at the show our prices were too high?
- JILL: Possibly. But we (13) the authority to lower them at the time.
- DALE: Oh, what a shame. So it was a waste of a trip then?
- JILL: Well, not exactly ... I (14) this great pair of Prada shoes and this Gucci handbag ...