



Complete the sentences using the verbs in brackets in the correct form.

"Where _____ (be) Tom? Why _____ (not be) he in his office?"



"He _____ (go) to the planning meeting to building D."

"Oh no! The meeting! I _____ (forget) about it completely! When _____ it _____ (start)?"

"I think at 2:30 p.m. Tom _____ (be) away for more than an hour."