

B Write the missing letters to complete the verb forms.

Infinitive	Past	Infinitive	Past
1 buy	b <u>o</u> <u>u</u> <u>g</u> <u>h</u> <u>t</u>	6 pay	p _ _ _
2 c _ _ _	cost	7 s _ _ _	sold
3 fly	fl _ _	8 spend	s p _ _ _
4 get	g _ _	9 t _ _ _	took
5 g _ _ _	gave	10 write	w r _ _ _

C Complete the sentences with a past form. Use verbs from exercise B.

- Last month, we bought ten new computers for our administrative staff.
- I a memo to all reps yesterday.
- He up at 9 o'clock so of course he was late for the meeting.
- Our company a lot on promotion last year.
- They for everything in cash.
- We back to Zurich with Lufthansa.

D Complete the information about the sales figures with the past form of the verbs given.

Last year's overall sales figures <u>were</u> . ¹ excellent for Nielsen Electronics. In January, they ² the RU20 CD player and sales ³ up from 2,000 to 2,500 the next month. In March, sales ⁴ 3,500.	be introduce go reach stay continue increase want
Sales then ⁵ at the same level through the next quarter, but they ⁶ to go up in July and August, when they ⁷ to 4,000.	delay launch go
Nielsen ⁸ to launch their digital camcorder, the DCC-N300, in September, but production problems ⁹ the introduction of this new model.	be grow reach
So Nielsen ¹⁰ it at the end of October. Overall sales ¹¹ down after August and at the end of October they were at 3,500.	
However, the DCC-N300 ¹² very popular and the overall volume of sales ¹³ until the end of the year, when it ¹⁴ 4,500.	

E Use the information in exercise D to draw the approximate pattern of overall sales.