

B Write the missing letters to complete the verb forms.

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

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

- 1 Last month, we bought ten new computers for our administrative staff.
- 2 I a memo to all reps yesterday.
- 3 He up at 9 o'clock so of course he was late for the meeting.
- 4 Our company a lot on promotion last year.
- 5 They for everything in cash.
- 6 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 were.¹ excellent for Nielsen Electronics. In January, they² the RU20 CD player and sales³ up from 2,000 to 2,500 the next month. In March, sales⁴ 3,500. Sales then⁵ at the same level through the next quarter, but they⁶ to go up in July and August, when they⁷ to 4,000. Nielsen⁸ to launch their digital camcorder, the DCC-N300, in September, but production problems⁹ the introduction of this new model. So Nielsen¹⁰ it at the end of October. Overall sales¹¹ down after August and at the end of October they were at 3,500. However, the DCC-N300¹² very popular and the overall volume of sales¹³ until the end of the year, when it¹⁴ 4,500.

be	
introduce	
go	
reach	
stay	
continue	
increase	
want	
delay	
launch	
go	
be	
grow	
reach	

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