## 4 Match the questions to the answers

| | |
|---|---|
| When do you have lunch? | It's very interesting. |
| How often do yoy go to work by train? | I usually go to the canteen for a coffee. |
| What does your company do? | At 12.00 |
| Who do you work with? | Never, U always drive. |
| Where do you take a break? | I have three collegues in my team. |
| Why do you like your job? | It develops software. |

## 5 Complete the text with the past simple form of the verbs in brackets

REPORT: Seminar Hotel Booking

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

## 6 Match the verbs with their past forms

| | |
|---|---|
| do | saw (seen) |
| take | spent (spent) |
| give | left (left) |
| spend | took (taken) |
| meet | did (done) |
| go | went (gone) |
| fly | met (met) |
| have | had (had) |
| leave | flew (flown) |
| see | gave (given) |

## 7 Write 5 sentences about your last business trip using the words from task 6

LIVEWORKSHEETS