

4 Match the questions to the answers

When do you have lunch?	It's very interesting.
How often do you 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, I always drive.
Where do you take a break?	I have three colleagues 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