

Grammar Past Simple and Past Continuous

1 Put the dialogue in the correct order (1–8). Two lines have been done for you.

- a Why were you late? What happened? —
- b What were you doing last night? You look tired! 1
- c Really? How do you know him? —
- d So you had dinner together? —
- e Yes, we did. And another old friend phoned while we were eating, so she came along, too! 8
- f Well. We were looking at the menu when an old colleague, Gaspare, came in. —
- g I met him while I was working in Rome. —
- h We went out to an Italian restaurant for an early dinner but in the end, we stayed very late. —

2 Complete the sentences using the correct form of the words in the box.

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- 1 While I to a colleague, my mobile rang.
- 2 My manager called me and me some important news.
- 3 When I the company, only four other people were working there.
- 4 I for a competitor in Tokyo when I first met my boss.
- 5 While she was giving her presentation, the lights suddenly out.
- 6 I a brilliant idea while I was driving to work today.
- 7 I got to the meeting late and when I arrived my colleagues the budget.
- 8 First, I my email and then I made some calls.

3 Choose the correct option in italics.



Some days are good but today was just perfect. ¹*When / While* I woke up, the sun was shining. I got up and I ²*had / was having* a shower when my phone rang. It was my boss. ³*When / While* he was talking, I got a message from a customer. She wanted to see me as soon as possible, so while I ⁴*listened / was listening* to my boss, I quickly got dressed and got in my car. While I ⁵*drove / was driving* to see the customer, I heard on the radio about a competition to win a holiday. When I parked at the customer's office, I ⁶*sent / was sending* a text to enter the competition. ⁷*While / When* I was waiting for the customer, I got a message on my phone. My customer arrived at that moment and we started the meeting, so I didn't have time to actually read the message. The customer had good news for us – a big order. We were discussing the details when my boss ⁸*called back / was calling back*. He ⁹*wanted / was wanting* to offer me a promotion! When I arrived at my office, I ¹⁰*saw / was seeing* the text from earlier which said I was the winner of the competition. What a day!