

## 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. <sup>1</sup>*When / While* I woke up, the sun was shining. I got up and I <sup>2</sup>*had / was having* a shower when my phone rang. It was my boss. <sup>3</sup>*When / While* he was talking, I got a message from a customer. She wanted to see me as soon as possible, so while I <sup>4</sup>*listened / was listening* to my boss, I quickly got dressed and got in my car. While I <sup>5</sup>*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 <sup>6</sup>*sent / was sending* a text to enter the competition. <sup>7</sup>*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 <sup>8</sup>*called back / was calling back*. He <sup>9</sup>*wanted / was wanting* to offer me a promotion! When I arrived at my office, I <sup>10</sup>*saw / was seeing* the text from earlier which said I was the winner of the competition. What a day!