



Complete the sentences with the correct form of the verbs in brackets.

1. Last Monday, the director **(note)** that all employees had to attend the company's regular trainings.
2. Jansen couldn't take his flight because he **(forget)** his passport.
3. I **(make)** coffee when the manager entered the room.
4. Two years ago, Pamela **(perform)** so well in her duties that she was promoted to the position of team leader after only one year on the job.
5. Darren was delighted that he **(pass)** his driving test at last.
6. I visited our showroom in Sydney when I **(travel)** around Australia.
7. Maya **(work)** here for five years when I started as a new sales representative.
8. James **(already, leave)** the office by the time I arrived.
9. The secretary **(note)** down ideas while she was listening to the CEO's speech.
10. The meal at the restaurant downtown was so expensive that we **(decide)** to share the bill.