



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.