

analyze data/charts
make a phone call
attend a meeting
file some documents / invoices / forms /
clock in
clock out
drive home / to work
supervise / monitor

At the Office

visit customers
operate a machine
show equipment / premises / tools
print document
make copies
talk to ... (name)

interview new candidates
give feedback
organize task
schedule activities
train a coworker
check documents / blue prints

carry boxes / something
discuss something
move pallets
look for
tape a box
argue with ... (name) about ... topic / issue

PAST CONTINUOUS

Past continuous **when** + past simple

1. I was giving feedback when
2. Javier was training a coworker when
3. The secretary was filing some documents when
4. Mario was printing documents when
5. Peter was clocking out when
6. I was making a phone call when
7. Franc was moving some pallets when
8. He was operating the machine when
9. Mary was driving home when

While past continuous+ past simple

10. While I was giving feedback
11. While Javier was training a coworker
12. While The secretary was filing some documents
13. While Mario was printing documents
14. While Peter was clocking out
15. While I was making a phone call
16. While Franc was moving some pallets
17. While He was operating the machine
18. While Mary was driving home