Complete the sentences using *was* or *were* in the affirmative (✔) or negative (✖) form. Use contractions where possible.

1. The meeting _____ very productive yesterday. (✔)
2. The managers _____ not happy with the presentation. (✖)
3. The report _____ ready before the deadline. (✔)
4. All the documents _____ missing from the folder this morning. (✔)
5. The company party _____ last Friday, and it _____ lot of fun! (✔)(✔)
6. The financial data _____ accurate, so we had to correct it. (✔)
7. I _____ not in the office yesterday because I _____ on a business trip. (✖) (✔)
8. The clients _____ satisfied with the service, so they gave us positive feedback. (✔)

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Form questions using was or were based on the prompts given. Then, answer the questions in the affirmative or negative form.

1. _____ the meeting successful yesterday?

   Yes, it _____ .

2. _____ the employees in the office last Friday?

   Yes, they _____ .

3. _____ the presentation ready on time?

   No, it _____ not.

4. _____ you at the conference last week?

   No, I _____ not.

5. _____ the budget figures correct in the report?

   Yes, they _____ .

6. _____ the team members prepared for the meeting?

   Yes, they _____ .

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