



Complete each sentence with the correct form of the verb in brackets. Choose either the past simple or the past continuous. Pay attention to the time expressions!

1. Yesterday, our team _____ (have) a meeting to discuss the project.
2. Sarah _____ (work) on the financial report at 3 p.m. yesterday.
3. Last month, the company _____ (launch) a new product.
4. While we _____ (talk) to the client, the manager _____ (quit) his job.
5. John _____ (send) an email to the sales department two days ago.
6. I _____ (notice) a mistake when I _____ (check) the numbers.
7. Last week, we _____ (review) our annual budget with the CFO.
8. At 5 p.m. yesterday, the team _____ (prepare) for the presentation.



Choose the correct ending for the following:

1. At 10 a.m. yesterday, the team...
2. Last month, we...
3. While I was talking to the client, the manager...
4. Two days ago, our CEO...
5. When I checked the report, I...
6. At 6 p.m. last night, I...
7. Last Friday, we...
8. While the team was preparing the presentation...



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