

**A Complete the rules with the phrases in the box.**

beginning end past progressive simple past when while

- 1 We use the \_\_\_\_\_ to describe an action in progress.
- 2 We use the \_\_\_\_\_ to describe an interrupting action.
- 3 We use the word \_\_\_\_\_ to introduce the interrupting action.
- 4 We use the word \_\_\_\_\_ to introduce the action in progress.
- 5 We use a comma if the *when* or *while* clause is at the \_\_\_\_\_ of a sentence.
- 6 We don't use a comma if the *when* or *while* clause is at the \_\_\_\_\_ of a sentence.

**B Write the correct form of the verbs in parentheses.**

- 1 I \_\_\_\_\_ (perform) on stage when a man in the audience \_\_\_\_\_ (begin) cheering!
- 2 When Beth \_\_\_\_\_ (walk) into the room, Hank \_\_\_\_\_ (not work) on his novel.
- 3 They \_\_\_\_\_ (pack) to leave when their neighbor \_\_\_\_\_ (stop) by to give them a gift.
- 4 The man \_\_\_\_\_ (steal) her cell phone off the table while she \_\_\_\_\_ (look) through her bag.
- 5 The passengers \_\_\_\_\_ (enjoy) their meals when the pilot \_\_\_\_\_ (make) an announcement.
- 6 A car \_\_\_\_\_ (drive) into the restaurant while they \_\_\_\_\_ (eat) lunch!

**C Complete the text with the correct form of the verbs in parentheses.**

I remember the first time I gave a speech in public. It was a memorable experience, but maybe not in a good way! I 1 \_\_\_\_\_ (prepare) for my speech the night before when my cell phone 2 \_\_\_\_\_ (ring). It was my friend Ted. His dog was sick, and he asked me to come with him to the vet clinic. I felt bad, so I went with him. I wasn't able to prepare for my speech very well. While we 3 \_\_\_\_\_ (wait) in the clinic, I 4 \_\_\_\_\_ (write) some notes down on a piece of paper. I couldn't practice my speech because I was in the clinic. The next day, I got ready to give my speech. I went to the front of the room. While I 5 \_\_\_\_\_ (search) through my folder for my notes, I 6 \_\_\_\_\_ (realize) that I left them in the clinic! I got very scared, but I tried to calm down. I gave my speech as best as I could, and I was glad when it was over. I'm not sure it was a success, though. After the event, while some people 7 \_\_\_\_\_ (ask) me some questions, my boss 8 \_\_\_\_\_ (not come) over to tell me I did a great job. I was worried! But a few weeks later, he asked me to give another speech, so I guess it wasn't that bad after all.

