

# ACTIVITY 1:

Fill in the blanks with the past perfect form of the verbs in brackets.

- 1) By the time the manager arrived, the team \_\_\_\_\_ (already / finish) the budget report.
- 2) When we joined the call, the client \_\_\_\_\_ (send) the revised contract.
- 3) The presentation failed because the interns \_\_\_\_\_ (not / check) the data.
- 4) She couldn't answer the question because she \_\_\_\_\_ (not / prepare) for the meeting.
- 5) By the end of the quarter, the company \_\_\_\_\_ (achieve) all its sales targets.
- 6) The CEO was surprised because nobody \_\_\_\_\_ (inform) her about the problem.
- 7) The candidate impressed us because he \_\_\_\_\_ (gain) experience abroad.



# ACTIVITY 2:

Rewrite the sentences using the past perfect to make the sequence of events clearer.

- 1) The meeting started. We introduced the new colleague before that.
- 2) The company launched the product. They tested it first.
- 3) I missed the deadline. I didn't manage my time well.
- 4) The manager explained the solution. She presented the problem before.
- 5) We cancelled the contract. The supplier delivered the wrong materials.
- 6) The team apologized. They made several mistakes earlier.
- 7) He gave a confident speech. He practiced many times beforehand.

