



Language at work | Past simple: *be* and regular verbs

- 1 Do you ever have meetings at breakfast? Do you think this is a good time for meetings or presentations?
- 2 28▷ Listen to a conversation between Janusz and Carlos and underline the correct words in *italics*.

ALPHA MARKETING CONSULTANTS



Alpha Marketing Consultants welcomes you to a 'presentation / meeting:

'Sobieski on Brands: The Branding of Eastern Europe'

VENUE:

The Century ²Restaurant / Hotel

SPEAKER:

Maike Sobieski

Buffet ³breakfast / lunch starts at 7.30. Presentation at 8.15.

- 3 28▷ Listen again and complete the conversation with *was*, *wasn't*, *were*, or *weren't*.

Janusz Sorry I'm late. I ¹_____ at the presentation on branding.

Carlos ²_____ that last week?

Janusz No, it ³_____ this morning at the Century Hotel.

Carlos Oh. ⁴_____ it interesting?

Janusz Yes, it ⁵_____, and there ⁶_____ lots of good questions at the end. The breakfast ⁷_____ good too! Anyway, why ⁸_____ you in the office yesterday?

Carlos There ⁹_____ terrible problems with flights from Rome, so I ...

- 4 Complete these rules for the past simple of *be* with *was*, *were*, *wasn't*, or *weren't*.

- 1 Use _____ or _____ in positive sentences.
- 2 Use _____ or _____ in negative sentences.
- 3 In questions, put the verb *before* / *after* the subject.

1 Underline the correct word in *italics*.

- A How ¹*was* / *were* the meeting?
 B I don't know, I ²*wasn't* / *weren't* there. I ³*was* / *were* on holiday, but John emailed me the notes from the meeting. It ⁴*was* / *were* very long!
 A I'm glad I ⁵*were* / *was* off sick then! Remi and Anna ⁶*were* / *was* also away. They ⁷*were* / *was* on a skiing holiday, but there ⁸*wasn't* / *weren't* any snow!

10.1 Where were these people at 3 o'clock yesterday afternoon?

1 Joe was in bed. 4 _____
 2 Jack and Kate _____ 5 _____
 3 Sue _____ 6 And you? I _____

2 Put the words in 1–5 in the right order to make questions, then match them to answers a–e.

- 1 they / weren't / why / the / at / meeting _____?
 2 interesting / was / it _____?
 3 questions / were / many / there _____?
 4 was / last / your / when / business trip _____?
 5 at / who / the / meeting / was _____?
 a Yes, it was. ____
 b Last Friday. ____
 c They were in Los Angeles. ____
 d Max and Yolanda. ____
 e No, there weren't. ____