



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 ¹*presentation / meeting*:

'Sobieski on Brands: The Branding of Eastern Europe'

VENUE:

The Century ²*Restaurant / Hotel*

SPEAKER:

Maike Sobieski

Buffet ³*breakfast / 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.
- 2 Jack and Kate _____
- 3 Sue _____
- 4 _____
- 5 _____
- 6 And you? I _____

10.2 Write **am/is/are** (present) or **was/were** (past).

- 1 Last year she was 22, so she is 23 now.
- 2 Today the weather _____ nice, but yesterday it _____ very cold.
- 3 I _____ hungry. Can I have something to eat?
- 4 I feel fine this morning, but I _____ very tired last night.
- 5 Where _____ you at 11 o'clock last Friday morning?
- 6 Don't buy those shoes. They _____ very expensive.
- 7 I like your new jacket. _____ it expensive?
- 8 This time last year I _____ in Paris.
- 9 'Where _____ Sam and Joe?' 'I don't know. They _____ here a few minutes ago.'

10.3 Write **was/were** or **wasn't/weren't**.

- 1 We weren't happy with the hotel. Our room was very small and it wasn't clean.
- 2 Mark _____ at work last week because he _____ ill. He's better now.
- 3 Yesterday _____ a public holiday, so the banks _____ closed. They're open today.
- 4 '_____ Kate and Ben at the party?' 'Kate _____ there, but Ben _____.'
- 5 Where are my keys? They _____ on the table, but they're not there now.
- 6 You _____ at home last night. Where _____ you?

6 Read the two emails below.

- 1 When was the meeting? _____
- 2 What was the reason for the meeting? _____

- 3 Why didn't Piotr organize the next business breakfast? _____

Subject: Next month's business event

Hi Piotr

Sorry I wasn't at the meeting last Monday. What **did** you **decide** to do about next month's business event?

Lydia

Alpha Marketing

Hi Lydia.

We **decided** to ask the management expert, Ron Peters, to give the next presentation on 25th.

I'm afraid I **didn't have** time to email Mr Peters or book the hotel last week and now I'm away for a week.

Can you organize it? Thank you.

Piotr

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. ____