

Past Simple

Complete the sentences with **was** or **were**.

- 1 Sandra was at the meeting.
- 2 Jeff and Liz at Head Office yesterday.
- 3 There a lot of sales representatives at the meeting.
- 4 It difficult to get a discount.
- 5 The people nice, but their questions very difficult. Or maybe I just a bit tired.
- 6 The product presentation last Tuesday. My boss and I there to talk about our new brand of soft drinks.
- 7 Their products always the best on the market.
- 8 Two or three of our customers from Korea there.

Write the missing letters to complete the verb forms.

Infinitive	Past
1 buy	b <u>o</u> <u>u</u> <u>g</u> <u>h</u> <u>t</u>
2 c _ _ _	cost
3 fly	f l _ _
4 get	g _ _
5 g _ _ _	gave

Infinitive	Past
6 pay	p _ _ _
7 s _ _ _	sold
8 spend	s p _ _ _
9 t _ _ _	took
10 write	w r _ _ _

Complete the sentences with a past form. Use verbs from exercise B.

- 1 Last month, we bought ten new computers for our administrative staff.
- 2 I a memo to all reps yesterday.
- 3 He up at 9 o'clock so of course he was late for the meeting.
- 4 Our company a lot on promotion last year.
- 5 They for everything in cash.
- 6 We back to Zurich with Lufthansa.

Complete the information about sales figures with the past form of the verbs on the right.

Last year's overall sales figures <u>were</u> ¹ excellent for Nielsen Electronics. In January, they ² the RU20 CD player and sales ³ up from 2,000 to 2,500 the next month. In March, sales ⁴ 3,500.	be introduce go reach
Sales then ⁵ at the same level through the next quarter, but they ⁶ to go up in July and August, when they ⁷ to 4,000.	stay continue increase
Nielsen ⁸ to launch their digital camcorder, the DCC-N300, in September, but production problems ⁹ the introduction of this new model.	want delay
So Nielsen ¹⁰ it at the end of October. Overall sales ¹¹ down after August and at the end of October they were at 3,500.	launch go
However, the DCC-N300 ¹² very popular and the overall volume of sales ¹³ until the end of the year, when it ¹⁴ 4,500.	be grow reach