

BUSINESS ENGLISH: PAST SIMPLE (ELEMENTARY LEVEL)

Put the words in the right order to make sentences about problems at work:

1. Arrived/ my colleagues / always/ late
2. Every December/ I / to work/ had/ extra hours
3. Complained about/ the boss/ her manners
4. Never/ I remembered that/ started/ meetings/ in my last job/on time
5. The unfair pay/ my old job/ I / because of/ left/
6. My boss/a disorganized/ person/ was
7. Lack of communication/ one of / was/ the biggest problems
8. saw/no opportunity/ I/ in my last job/ there was/ for growth

Correct the mistake in each line of this message:

Hi Cathy, sorry for the delay of my answer! I didn't saw your message! _____
I am at work yesterday. I arrived home some hours ago. You won't _____
believe it. Last week, a new client arrive. His name was Carl. He was _____
buying a house in town so he has many pieces of furniture to sell. _____
So, I saw he had a magnificent sofa but it is very expensive! Luckily, _____
he offer me a discount because I solved all his problems at the office. _____
so, guess what? Now I'm answering your mail from my new sofa!

Complete these questions with did, was or were.

1. _____ the meeting interesting?
2. Where _____ you travel last year?
3. When _____ your mother born?
4. Why _____ she set that meeting so early in the morning?
5. What _____ she study?
6. Where _____ he work?
7. _____ you at their office yesterday?
8. How long _____ you live there?