

**I. Choose the best answers to fill in the blanks to complete sentences**

1. While we \_\_\_\_\_ information for our presentation last month, we discovered that lots of people in our neighbourhood needed help.

A. were collecting

B. are collecting

C. collect

D. collected

2. When we visited Mrs Lan this morning, she \_\_\_\_\_ her lunch.

A. is preparing

B. was preparing

C. has prepared

D. prepares

3. She told us her life story while we \_\_\_\_\_ her tidy the house.

A. are helping

B. have helped

C. were helping

D. help

4. While we were cleaning her kitchen, we \_\_\_\_\_ a knock at the door. It was another old lady who lived next door.

A. are hearing

B. were hearing

C. hear

D. heard

5. We \_\_\_\_\_ to help old people clean their houses while we were talking to them later that day.

A. are deciding

B. were deciding

C. decided

D. decide

6. While we \_\_\_\_\_ at the food bank, we met an old friend.

A. were helping

B. are helping

C. help

D. helped

7. An old lady came to us and asked for help while we \_\_\_\_\_ at the bus stop.

A. are waiting

B. have waited

C. were waiting

D. wait

8. When we came to the local orphanage, all the children there \_\_\_\_\_ their dinner.

A. are having

B. were having

C. have had

9. We \_\_\_\_\_ to form a volunteer club while we \_\_\_\_\_ for our group presentation about people in need.

A. were deciding/prepared

B. decided/were preparing

C. were deciding/were preparing

D. decided/prepared

10. When we \_\_\_\_\_ at the gate of the primary school at 5:30 p.m, lots of children were still \_\_\_\_\_ in the playground.

A. arrived/played

B. were arriving/were playing

C. arrived/were playing

D. were playing/were playing