

ACTIVITY 1:

Choose the best option to complete the sentence.

- 1) I ___ the minutes of the meeting last night.
- 2) ___ you ___ the contract yet?
- 3) We ___ with them in 2020.
- 4) I ___ just ___ the updated plan. Please check it.
- 5) ___ you ___ their proposal yesterday?
- 6) We ___ already ___ the client about the delay.
- 7) I ___ him two days ago.



ACTIVITY 2:

Choose the sentence as Correct ✓ or Incorrect ✗.
Correct the mistakes.

- 1) I've sent the agenda last Monday.
- 2) Have you completed the report yet?
- 3) We worked with them before.
- 4) Did you ever travel for business?
- 5) I haven't received their email yet.
- 6) They didn't finish the design last week.
- 7) We have sent the invoice yesterday.

