

ACTIVITY 1:

Select the correct verb form to complete each sentence.

- 1) While I _____ the agenda, my colleague called with an update.
- 2) We _____ the quarterly report last night.
- 3) The CEO _____ to investors when the fire alarm went off.
- 4) I _____ the document when I found a serious error.
- 5) They _____ the campaign on Monday.
- 6) We _____ the project details when the internet connection dropped.
- 7) She _____ the invitation emails yesterday morning.



ACTIVITY 2:

Complete each sentence with the correct past simple or past continuous verb, keeping the business context in mind.

- 1) I _____ (review) the contract when the phone rang.
- 2) We _____ (prepare) for the meeting when the client arrived early.
- 3) While I _____ (write) the report, my boss emailed me the updated figures.
- 4) They _____ (give) a presentation yesterday afternoon.
- 5) The team _____ (discuss) the proposal when the lights _____ (go out).
- 6) While the IT department _____ (update) the system, I worked on other tasks.
- 7) We _____ (complete) our annual strategy review last week.

