

A Complete the sentences with past simple or past continuous.

- 1 At two o'clock, Carla _____ (prepare) the contract.
- 2 I _____ (not get) your letter yesterday.
- 3 During the week of the conference, I _____ (stay) at a nice B&B.
- 4 I _____ (prepare) the invoice, when my computer _____ (crash) unexpectedly.
- 5 When I _____ (sit) in a meeting, my mobile suddenly _____ (ring).
- 6 While Sarah _____ (look) for the documents, I _____ (keep) the customer on the line.
- 7 Bob and I _____ (walk) to the office when it _____ (start) raining.

B Complete the sentences with past perfect or past perfect continuous.

- 1 We _____ (look for) the report for two hours and then we found it behind a desk.
- 2 They were very tired in the evening because they _____ (help) at the conference all day.
- 3 After sending the email I realised I _____ (forget) to attach the file.
- 4 We spoke about the conference that _____ (take) place the week before.
- 5 Catherine _____ (not meet) Phil Brown before the trade fair in May.
- 6 Sue and Tom are best friends, though before the meeting last month they _____ (not know) each other.
- 7 They _____ (wait) at the station for 90 minutes when the train finally arrived.

C Complete the sentences with past simple, past continuous, past perfect or past perfect continuous.

- 1 When I _____ (come) in, John was playing solitaire.
- 2 After the meeting I thanked Dr Metcalf, who _____ (manage) everything.
- 3 Yesterday at six John _____ (drive) to the airport to pick up an important client.
- 4 _____ Sarah _____ (go) to the trade fair on Thursday?
- 5 Who _____ (do) my job while I was in hospital?
- 6 How long _____ (learn) English before she went to London?
- 7 Without any reason, the customer returned the goods that we _____ (deliver).
- 8 Joe _____ (only, sleep) for a few minutes during the meeting when the boss noticed and started shouting.