

A Complete the sentences with past simple or past continuous.

- 1 At two o'clock, Carla **was preparing** (prepare) the contract.
- 2 I **didn't get** (not get) your letter yesterday.
- 3 During the week of the conference, I **stayed** (stay) at a nice B&B. (*a complete action*)
- 4 I **was preparing** (prepare) the invoice, when my computer **crashed** (crash) unexpectedly.
- 5 When I **was sitting** (sit) in a meeting, my mobile suddenly **rang** (ring).
- 6 While Sarah **was looking** (look) for the documents, I **was keeping** (keep) the customer on the line.
- 7 Bob and I **were walking** (walk) to the office when it suddenly **started** (start) raining.

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

- 1 We **had been looking for** the report for two hours and then we found it behind a desk.
- 2 They were very tired in the evening because they **had been helping** at the conference all day.
- 3 After sending the email I realised I **had forgotten to** attach the file.
- 4 We spoke about the conference that **had taken place** the week before.
- 5 Catherine **had not met** Phil Brown before the trade fair in May.
- 6 Sue and Tom are best friends, though before the meeting last month they **had not even known** each other.
- 7 They **had been waiting** 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 **came** in, John was playing solitaire.
- 2 After the meeting I thanked Dr Metcalf, who **had managed** everything.
- 3 Yesterday at six John **was driving** to the airport to pick up an important client.
- 4 **Did** Sarah **go** to the trade fair on Thursday?
- 5 Who **was doing** my job while I was in hospital?
- 6 How long **had she been learning** English before she went to London?
- 7 Without any reason, the customer returned the goods that we **had delivered**.
- 8 Joe **had only been sleeping** for a few minutes during the meeting when the boss noticed and started shouting.