

BUSINESS ENGLISH GRAMMAR

Past review

Lesson code: VHCV-M1C8-8L7D

PRE-INTERMEDIATE +

1 Review

Complete the review of the past tense with 'simple' or 'continuous'.

Grammar review - simple or continuous?
We use the past 1 to talk about completed events in the past: I received an email this morning at 8 o'clock. Where did you go yesterday?
We use the past 2 to talk about unfinished activities that are in progress at a particular time in the past: I was writing an important email at 9 o'clock this morning. He wasn't working at 6 o'clock.
We use the past simple with the past ³ to talk about a finished action that happened while another activity was in progress: I was giving a presentation when you called me. Were you having lunch when the client arrived ?
Remember that some verbs are NEVER used with the past 4. These are called state verbs, e.g. love, like, know, need, want, hate, understand, etc. I liked the idea. (NOT I-was liking the idea.)





Past review

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2 Practice I

Match the verbs on the left with the nouns on the right.

- 1. write
- a. a diagram
- 2. make b. an email
- 3. talk c. a phone call
- 4. print
- 5. drive

home e.

6. draw 7. have

f. lunch

d. brochures

g. on the phone



Jeffrey works for an American printing company. Watch the video clips from his day at work. Imagine that the video was filmed yesterday. For each clip, ask and answer the questions like in the example. To access the video, scan the code on the right with your mobile device or click the link: http://www.linguahouse.com/f80ddc6b-0d28-e2f4-cdc0-ab73f81f3195/Past-review-Ex2/videoPlayer.html.

		- Star 20
1.	What was he doing at 10am? He was drawing a diagram.	$\Delta 0$
2.	What was he doing at midday?	首別
3.	What was he doing at 1pm?	
4.	What was he doing at 4pm?	
5.	What was he doing at 5pm?	
6.	What was he doing at 6pm?	
7.	What was he doing at 8pm?	

Work in pairs. Ask and answer the same questions about you:

- 1. What were you doing at 10am?
- 2. What were you doing at midday?
- 3. What were you doing at 1pm?
- 4. What were you doing at 5pm?
- 5. What were you doing at 4pm?
- 6. What were you doing at 6pm?
- 7. What were you doing at 8pm?





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3 Practice II - Past simple or continuous

Complete the sentences with the verbs in the correct form:

- 1. I ate (eat) sushi for lunch yesterday.
- 2. I _____ (read) a really interesting article at 8.30 this morning.
- 3. He _____ (not/want) to hire a new employee.
- 4. Alan _____ (not/go) on a business trip last year.
- 5. At 5 o'clock, the workers _____ (wait) for a taxi.
- 6. At 9pm, Joe _____ (not/work) He _____ (rest) at home.
- 7. What ______ (you/do) when I ______ (call) you?
- 8. I _____ (not/get) your phone call. I _____ (meet) a client.
- 9. They _____ (wait) for the boss when he _____ (arrive).
- 10. When she ______ (leave) the office, it ______ (rain).

4 Practice III

Make true sentences about you using the verbs below in the correct form. Compare with a partner.

. I(take a business trip) la	st month.
2. I	morning.
B. I (have breakfast) y	vesterday.
. I (write) more than five emails y	vesterday.
5. I (write) an email 30 min	iutes ago.
6. I (get up) early this	morning.
7. I	morning.
B. I (work on a project) at midnight	last night.
). I	/ evening.

Now make questions about each sentence like in the example.

1.	Did you take a business trip last month ?	
6.		?
7.		?
8.		?
9.		?





Past review

Ask and answer the questions with a partner like in the example below:

Dialogue

- A: Did you take a business trip last month?
- B: Yes, I did. / No, I didn't.

5 Flashcard review

Go to www.linguahouse.com/ex and review the grammar from this lesson.





Past review - Key

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BUSINESS ENGLISH GRAMMAR

1 Review						
1. simple						
2. continu						
 continu continu 						
4. Continu	lous					
0 Duesties I						
2 Practice I						
1. b	2. c	3. g	4. d	5. e	6. a	
7. f		-				
Internet col and check		ively, click the vio the classroom.			d on your mobile device Students can work ind	
	aving lunch.	-				
He was m	aking a phone c	all.				
	lking on the pho	ne.				
	riting an email.					
He was dr	iving home.					

3 Practice II - Past simple or continuous

was reading
 were waiting

8. didn't get/was meeting

- 3. didn't want
- 6. wasn't working/was resting
- 9. were waiting/arrived
- 4. didn't go
 7. were you doing/called
 10. left/was raining

4 Practice III

If done in class, students work individually and compare with a partner. Monitor the activity. If done for homework, students can ask and answer the questions at the beginning of the next lesson.



