

Past Simple

Affirmative

Time Expressions

I talked	last night / week / Monday,
You talked	a month / year ago, yesterday
He talked	Use
She talked	to talk about events that
It talked	happened in the past
We talked	
You talked	
They talked	

Watch Out!

Spelling Rules

play – played
study – studied
like – liked
stop – stopped

Irregular Verbs

buy – bought
put – put
take – took
make – made

- 5 What did the receptionist do yesterday?
Complete the sentences with the verbs in brackets. Use the Past Simple affirmative.

Yesterday, Emma ...

- (answer) the phone.
- (reply) to callers' questions.
- (order) paper for the printer.
- (deliver) messages.
- (transfer) some calls.
- (greet) callers politely.

- 6 Write sentences with the words below.
Use the Past Simple affirmative.

- The managing director / meet / some important clients / last week
.....
- A new programmer / start / working / here / yesterday
.....
- The web designer / plan / our new website
.....
- A new cafeteria / open / on the top floor / last Monday
.....
- He / leave / a message / an hour ago
.....
- The receptionist / take / my message / a few minutes ago
.....

- 7 Complete the sentences with the verbs below.
Use the Past Simple affirmative.

put ♦ deal with ♦ dial ♦ return ♦ remind

- I the wrong number.
- Liz me to call Ms West.
- Dave your call a few minutes ago.
- We the problem yesterday.
- He me on hold.

- 8 Use the chart to write five more sentences. Use the Past Simple affirmative and add time expressions.

Pam	buy	the call
The technician	create	my laptop
Mrs Kane	transfer	an interesting page
The customers	repair	a new printer
The web designer	close	at the Italian restaurant
Mr Rudolf	eat	the office

- Pam transferred the call five minutes ago.*
-
-
-
-
-

- 9 Complete the text with the verbs in brackets.
Use the Past Simple affirmative.

A Computer Genius

William (Bill) Henry Gates was born in Seattle, Washington, in 1955. When he was 13, he

1. (become)

interested in computer programming. Gates

2. (write)

a program using BASIC, one of the first computer languages. At school, he 3. (meet)

another fan of computers, Paul Allen. To get free computer time, the boys hacked into a computer belonging to Computer Center Corporation (CCC).

They were caught, and in order to pay for their crime, the boys 4. (repair) problems in

CCC's software. When they were 16, Gates and Allen 5. (receive) \$20,000 for designing a program to count traffic – Traf-o-Data.

In 1973, Gates 6. (go) to Harvard University. After a year, he 7. (decide) to join Allen to start a new software

company – Microsoft. Over the years, Microsoft

8. (develop) some of the world's most popular software and 9. (grow) to be the largest computer company in the world.



NEGATIVE → WE DIDN'T TALK
INTERROGATIVE → DID YOU CALL HIM?

Complete the questions in A with the verbs in brackets. Use the Past Simple. Then match the questions in A to the answers in B.

A

- you
(transfer) the call?
- he
(deal with) your problem?
- How many printers you
..... (install)?
- What they
(recover) from the computer?
- When they
(deliver) the scanners?

B

- On Monday.
- Just one. Is that enough?
- Yes, I did.
- Some data.
- No, he didn't.

6 Write questions with the words below. Use the Past Simple.

- you / go / to the post office / last week
..... ?
- your family / purchase / a laptop / last month
..... ?
- your address / change / last year
..... ?
- you / use / a printer / yesterday afternoon
..... ?
- a friend / call / you / a few minutes ago
..... ?
- your teacher / give / you / homework / yesterday
..... ?

7 Answer the questions in Exercise 6. Make the answers true for you.

-
-
-
-
-
-

8 Complete the questions for the answers below. Use the Past Simple.

- What ?
She bought a tablet.
- Why ?
I called her because I didn't receive the e-mail.
- When ?
He started his new job last month.
- How many ?
They ordered 20 microphones.
- Where ?
Mr Hill met the visitors at the Bay Hotel.

9 Complete the dialogue between a secretary and the head of her department with the verbs in brackets. Use the Past Simple.

- A: What time ¹ you
(come) in today, Shelly?
- B: I ² (arrive) at 9.00 and
I ³ (make) coffee for Mr Rogers.
He ⁴ (not want) anything to eat.
- A: Good. ⁵ you
(answer) the e-mails from IT?
- B: Yes, and I ⁶ (speak) to Danny.
I ⁷ (try) to order some cables
for him, but I ⁸ (not get)
through to our supplier.
- A: OK. Try again later. ⁹ Mrs Clark
..... (call) about the quote?
- B: Yes. I ¹⁰ (tell) her the amount.
- A: Thanks.

10 Complete the sentences with the verbs below. Use the Past Simple.

read • take • talk • not understand • order
not move • arrive • not get back

- We into our new offices last week.
- you the
hardware yesterday?
- The receptionist my name and
number, but the manager to me.
- you to someone
in the human resources department?
- I your e-mail, but
I all the details.
- When the new printers ?

