

The Past Simple Tense

Adverbs and expressions of frequency

Ryndina Ju.
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Asking questions about a company

Match the questions with the answers.

- | | |
|---------------------------------------|-----------------------------------|
| 1 What's the name of your company? | a In the UK. |
| 2 What kind of company is it? | b Harry Flanagan. |
| 3 What does it make / sell / produce? | c No, it doesn't. |
| 4 Where are the headquarters? | d It's a manufacturing company. |
| 5 Does it have subsidiaries? | e It's called Keele Machines Ltd. |
| 6 How many employees are there? | f About 980. |
| 7 What are your sales figures? | g It makes office equipment. |
| 8 Who is the CEO? | h £120 million a year |

- To form the present simple negative of most verbs, we use *don't/doesn't* + verb.
- In present simple questions, we use *do/does*.

Negatives

*They **don't** come to work on time.*

*He **doesn't** go to meetings.*

Questions

***Does** he work well with colleagues?*

***Where do** you work?*

Put these words in the correct order to make questions.

- 1 weekend / work / they / Do / at / the / ? *Do they work at the weekend?*
- 2 Pierre / in / sales / Does / work / ?
- 3 you / do / travel / abroad / How / often / ?
- 4 you / spell / How / *business* / do / ?
- 5 finish / does / the / meeting / When / ?

Make negative sentences. Use *don't* (*do not*) or *doesn't* (*does not*).

1 I like meetings. (*presentations*)

I like *meetings*, but I *don't* like *presentations*.

2 We waste a lot of paper. (*electricity*)

3 They agree about most things. (*money*)

4 Susan sends a lot of e-mails. (*faxes*)

5 Our management team discusses business strategy. (*employee problems*)

Make sentences about what Marco has and doesn't have.

1 *Marco has a company car. He doesn't have a sat-nav.*

1 a company car ✓

a sat-nav ✗

2 an iPhone ✗

an iPad ✓

3 an interesting job ✓

a high salary ✗

4 a nice boss ✗

some great colleagues ✓

5 a desktop computer at work ✗

a laptop ✓

Adverbs and expressions of frequency

- We use adverbs of frequency with the present simple to say how often we do things.
never sometimes often usually always
- They often go:
 - before the main verb: *Karla **sometimes works** from home.*
 - after the verb *to be*: *I **am never** at work before 9 a.m.*
- Expressions of frequency can go at the beginning or the end of a sentence.
***Two nights a week**, he works late at the office.*
*He works from home **once a month**.*

Write the words in brackets in the correct place in these sentences.

- 1 She ^{usually} gets up early. (*usually*)
- 2 They start their first meeting at nine o'clock. (*always*)
- 3 We are late for meetings. (*never*)
- 4 I am busy in the afternoon. (*often*)
- 5 The office closes at 3 p.m. (*sometimes*)

Read these pairs of sentences. Cross out the incorrect word in sentence b) of each pair.

- 1 a) He reads the papers every day.
b) He *always / ~~sometimes~~* reads the papers.
- 2 a) We eat in the company cafeteria four times a week.
b) We *usually / sometimes* eat in the company cafeteria.
- 3 a) I work late once a month.
b) I *usually / sometimes* work late.
- 4 a) The managers don't go to business dinners at the weekend.
b) The managers *never / sometimes* go to business dinners at the weekend.
- 5 a) The Company Director travels on business twice a week.
b) The Company Director *always / often* travels on business.

Rewrite the sentences with the words in brackets in the correct place.

1. Tina has lunch in the company cafeteria. (never)

Tina never has lunch in the company cafeteria.

2. Jameel goes to conferences abroad. (sometimes)

3. Rick isn't very busy on Mondays. (usually)

We are at home in the evening. (never)

Do you go to work by train? (always)

6. James does not travel on business. (often)

7. I stay at home at the weekend. (usually)

8. Why are some people late for work? (always)

The Past Simple Tense

- We use the past simple to talk about completed actions in the past.
*Last year, we **increased** our sales by 15 per cent.*
- We usually form the past simple by adding *-d* or *-ed* to the verb.
save – saved launch – launched export – exported
- About 150 irregular verbs form the past simple differently.
cost – cost be – was – were grow – grew
spend – spent give – gave go – went

irregular verbs

to come -

to eat -

to bring -

to leave -

to make -

to see -

to think -

to begin -

to meet -

to find -

to pay -

to lose -

to read -

to go -

to tell -

to stand -

to sit -

to write -

to break -

to buy -

to send -

to speak -

to hear -

to say -

irregular verbs

to come - came	to eat - ate	to bring - brought	to leave - left
to make - made	to see - saw	to think - thought	to begin - began
to meet - met	to find - found	to pay - paid	to lose - lost
to read - read	to go - went	to tell - told	to stand - stood
to sit - sat	to write - wrote	to break - broke	to buy - bought
to send - sent	to speak - spoke	to hear - heard	to say - said

Complete this sales report. Use the past simple of the verbs in brackets.

Report on sales trip – South Korea

Last December, I visited¹ (*visit*) our major customers from big department stores in South Korea.

I² (*arrive*) in Seoul on Monday 5th December. The next day, I³ (*meet*) Mrs Kyoung Ai Lee in Seoul. On 7th December, I⁴ (*make*) a presentation to Mrs Lee's sales staff on our products and⁵ (*advise*) them how to display them.

The following day, I⁶ (*go*) to Busan, and our agent⁷ (*introduce*) me to Mrs Ha, the chief buyer of a new department store in the city. She⁸ (*ask*) me to send her 500 brochures. I⁹ (*give*) her some samples of our products.

I¹⁰ (*fly*) back to head office in Paris on 9th December.

Some time references refer only to the past.

*The special deals ended two months **ago**.*

***Last week**, we sold 500 units – a record!*

The prepositions *in*, *on*, *from*, *to*, *for* and *during* often refer to periods of time in the past.

in	months years	<i>I went on a business trip in August. He moved to Germany in 1999.</i>
on	dates days	<i>The goods left the warehouse on 9th April. The offer finished on Monday.</i>
from ... to	beginning and end of a period	<i>They worked on the sales campaign from February to March.</i>
for	a period of time	<i>He lived in France for five years.</i>
during	at some point in a period	<i>During October, we reached our sales target for the year.</i>

Complete the sentences with *in*, *on*, *at* or no preposition (-).

- 1 I saw Eloise _____ last night.
- 2 The project finished _____ the summer.
- 3 We went to the conference _____ yesterday.
- 4 Narinder finished the presentation _____ 4:30.
- 5 You spoke to Pat _____ Wednesday morning.
- 6 They decided to go to China _____ May 14th.
- 7 We never work _____ the weekend.
- 8 They plan to build the bridge _____ August 2012.

Underline the correct words to complete this article.

Christian Sanchez graduated from Tufts University *at / on / in*¹ 2001, with a degree in chemistry. As part of his course, he did an internship at Merck *for / during / in*² eight months. After his degree, Merck offered him a permanent job as a chemical analyst at the company's research centre in New Jersey. He worked there *in / from / for*³ 2001 to 2003. *During / For / On*⁴ his time at Merck, Christian realised he

wanted to change career, so he decided to do an MBA. *In / On / For*⁵ May 2004, he started a two-year MBA at Stanford University. Following his MBA, he joined the sales team at Johnson and Johnson *in / on / for*⁶ 15th September 2006. Two years *since / ago / last*⁷, he became the Regional Sales Manager for the Americas. *Last / First / Next*⁸ month, he accepted an exciting new job as Country Manager in Argentina.

Complete the text with the past simple of the verbs in brackets.

Million Dollar Student

In August 2005 Alex Tew ¹ decided (decide) to go to college to study business, but the college course ² _____ (be) expensive. He ³ _____ (want) a project to help pay for his studies. So he ⁴ _____ (start) a website called the Million Dollar Homepage. Alex ⁵ _____ (sell) advertising on his website to companies. More and more people ⁶ _____ (visit) the site. The project was a success, and Alex ⁷ _____ (make) more than \$1 million in four months. He ⁸ _____ (leave) his college course. Then he ⁹ _____ (have) an idea for making another million. In December 2006, Alex ¹⁰ _____ (create) an internet lottery called Pixelotto.

Thank you for your
attention!