

Grammar and practice

1 Corporate culture

Past tenses

1 Read a diary entry written by Joelle, a student on a work placement. Of the verbs in **bold**, identify which are examples of the:

- past simple
- past continuous
- past perfect.

I **was doing** my work placement in a large bank near to where I live. I **was working** in the back office (I **had asked** to do something where I could deal directly with clients, but they **said** no). Anyway, one day something really awful **happened**. My supervisor **had given** me some client information to enter into a database, and I **was filling in** the various fields on the screen. While I **was entering** the information, I suddenly **saw** a name I **recognized** – it **was** a friend from school called Sylvie. It seems that she **had applied for** a loan to have some cosmetic surgery! Of course, the bank **had** strict confidentiality rules and the next time I **saw** Sylvie I **didn't mention** anything. But, even so, I wish that I **hadn't found out** about it.

2 Complete the summaries of the main use of each tense in Exercise 1 by writing the correct tense name in each gap.

- You use the _____ to show that one event happened before another.
- You use the _____ to describe an activity in progress that gives the background to the main events.
- You use the _____ to describe the main events of the story.

3 Put one verb into the past simple and one into the past continuous in each sentence.

- 1 I _____ (revise) for my Economics exam when you _____ (call).
- 2 I'm sorry, I _____ (not/hear) what you said. I _____ (read) this article about Johnny Depp.
- 3 I _____ (see) Eva yesterday. She _____ (talk) to some friends outside the library.
- 4 While I _____ (work) in the bar last summer I _____ (meet) this guy called Fabio.

4 Look at the sentences in Exercise 3 again. In general, does the activity in progress (past continuous):

- 1 stop when the main event happens? *or*
- 2 continue after the main event happens? *or*
- 3 either 1 or 2 – we only know by the context.

5 Put one verb into the past simple and one into the past perfect in each sentence.

- 1 Before I _____ (get) my full-time job at the bank, I _____ (already/work) there for several months as an intern.
- 2 It's OK, don't worry, I _____ (just/finish) revising for my exam when you _____ (call).
- 3 It _____ (be) so nice to talk to Eva yesterday. I _____ (not/see) her for ages.
- 4 I _____ (not/meet) a man like Fabio before. He really _____ (listen) to me.

6 It may not be necessary to use the past perfect if you use *before* or *after* to make the time sequence clear. Both underlined forms are correct:

Before I arranged the doctor's appointment, I spoke / had spoken to my supervisor.

Underline the correct forms in **bold**. Sometimes both are correct, sometimes only one.

- 1 I understood the marketing part of the course much better after my internship **finished** / **had finished**.
- 2 The traffic was terrible, and when I got there the meeting **already started** / **had already started**.
- 3 Before I was promoted to Sales Director, I **was** / **had been** a sales consultant in our main city-centre branch.
- 4 By the end of the course I realized that I **bought** / **had bought** over a dozen books.

7 Match the time expressions on the left with the tense they are often used with on the right.

- | | |
|-----------------------------|--------------------|
| 1 while | a) past simple |
| 2 already, by the end of | b) past continuous |
| 3 last year, two months ago | c) past perfect |

Telling a story

8 When you tell a story, you can use the word *anyway* to:

- 1 change the subject *or*
- 2 return to a previous subject.

Find the word *anyway* in Exercise 1 and say how it is used.

9 When you tell a story, you can use the words in the box. Find pairs with the same meaning.

actually after that apparently eventually
in fact in the end it seems that obviously
of course the next thing that happened was