1 Corporate culture

- past simple and continuous
- past perfect
- *should, ought to, it's a good idea to*

Refresh your memory

Past simple
He *worked*
completed actions

Past continuous
He *was working*
background situations

Past perfect
He *had already worked*
one past event before another

▶ Grammar and practice page 122

Advice structures

▶ Grammar and practice page 123

1.3 Grammar Past tenses and advice structures

Past tenses

Past continuous

1 **With a partner, take turns asking about and explaining these situations:**

1 A: I saw you at the meeting yesterday. Why were you sleeping?
B: *I wasn't sleeping actually. I was thinking. Deeply.*
A: So why were you snoring?
B: *I wasn't snoring! I was just laughing at the presenter's jokes.*

2 I heard you on the phone yesterday in the office. Why were you talking to your mother?
3 I heard you in a teleconference yesterday. Why were you shouting at your boss?
4 I saw you at the coffee machine yesterday. Why were you laughing at the new intern?
5 I saw you at your computer yesterday. Why were you playing a video game?
6 I saw you in the car park yesterday. Why were you kicking the CEO's car?

Past perfect and past simple

2 **Write endings for any *six* of the sentences below. Use the past simple or the past perfect as appropriate. Your partner has to guess which sentence the ending goes with.**

A: I had my first interview at university.
B: You had just passed your exams?
A: No, try again.
B: You had never been so nervous as when?
A: Right.
B: Why was that?
A: Because ...

1 I had just passed my exams when ...
2 When I got my first car ...
3 I had already done several holiday jobs when ...
4 The first time I came here ...
5 I had never been so nervous as when ...
6 I was completely lost on the first day because ...
7 I hadn't felt so good for a long time when ...
8 When I first met you I was surprised because ...
9 I had just been on holiday at the seaside when ...
10 When I heard the news ...
11 I had just found a job when ...
12 I'd never been so happy in my life as when ...

Advice structures

3 **In small groups, take turns to ask for and give advice on the points 1–6 below. Use expressions from boxes A and C to give, accept and reject advice.**

A You should(n't) ... It's (not) a good idea to ... It's (un)wise to ... It's important (not) to ...

B Have you tried ...? How about ...? What about ...? Why don't you ...?
Have you thought of ...? You could always ... You ought to ... You might want to ...

C Good idea. I'll try that. Yes, you're quite right. OK, point taken.
You've got a point, (but ...) I see what you mean, (but ...) You may be right, (but ...)
I'm not sure about that. I don't think that will work. You're joking!

1 how to get a well-paid job
2 how to be popular in the office
3 how to manage your time effectively
4 how to keep customers happy
5 how to get a promotion quickly
6 how to manage stress

4 **Take turns to explain the problems 1–6 below and give each other advice on how to solve them. Use expressions from boxes B and C to give, accept and reject advice.**

1 a problem with your car
2 a problem with your computer
3 a problem with your teacher
4 a problem of money
5 a problem with a colleague or friend
6 a problem of time