

UNIT

11

The Past Simple Positive

See also

Unit 12	The past simple negative
Unit 13	The past simple question

A Sample sentences

- Last year we opened an office in Berkeley.
- The company released its report a few weeks ago.
- Sales increased by 40% in the first half of last year.

B Form

The past simple positive has one part:
past tense

Subject	Past tense
I	made
you	presented
he/she/it	called
the company/the department (= it)	prepared
the manager/the boss (= he/she)	read
we	met
you	looked
they	visited
the companies/the departments (= they)	did
the managers/the workers (= they)	wrote

C Uses

We use the past simple to talk about an activity at a definite time in the past:

We started the business about a year ago.

He bought the company in 2001 for \$5 billion.

Last year he joined the company as marketing manager.

Note

We use the past simple with these expressions:

last... night, week, month, year, century

... ago two hours ago, three weeks ago, four months ago, etc.

yesterday... morning, afternoon, evening

in ... 2010, the 1980s, the 18th century

TASKS

Exercise 1

Give the past simple form of the following verbs.

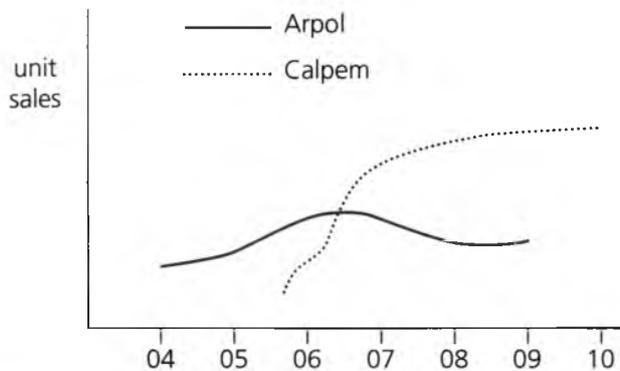
increase give help run supply receive deliver meet
order lose break climb come read write speak

Exercise 2

Below is part of a report from Baxmer, a pharmaceutical company. Underline six mistakes and correct them.

stopped

On 25 April this year we stop production of Arpol, a treatment for migraine. Arpol production begin in 2004 and early sales was very impressive. However, Belparm Ltd did launch the Calpem range three years ago. This product was taking a 30% market share in the first two years. At first we agree to continue with Arpol. Now the situation is different.

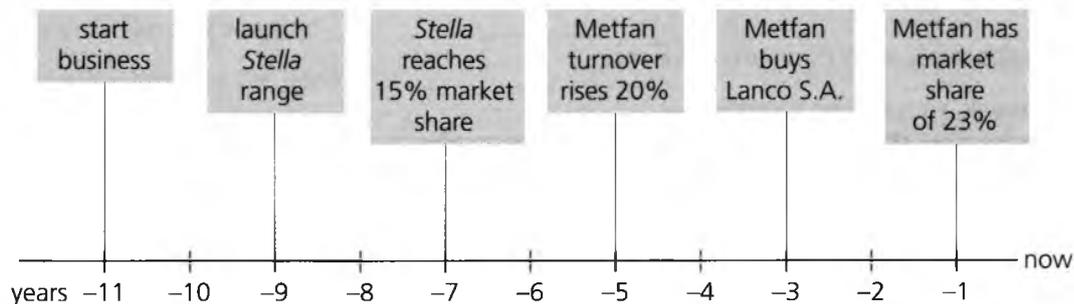


Exercise 3

Look at the time line below showing events over ten years for Metfan S.A., a Swedish furniture maker. Make sentences with the verbs given.

Example:

Metfan started business 11 years ago.



Transfer

Make five sentences about a business you know well or businesses in your country.

UNIT

12

The Past Simple Negative

See also

Unit 11	The past simple positive
Unit 13	The past simple question
Unit 31	Do

A Sample sentences

- Last year we **didn't** sell as many products.
- I **was** disappointed because I **didn't** reach the target.
- In 2002 the company **didn't** have the skills it needed to do this.

B Form

The past simple negative has two parts:

didn't + infinitive

Subject	didn't	Infinitive
I	didn't	live
you	didn't	work
he/she/it	didn't	produce
the organisation (= it)	didn't	employ
the director (= he/she)	didn't	discuss
we	didn't	meet
you	didn't	know
they	didn't	like
the teams (= they)	didn't	prefer
the employees (= they)	didn't	make

C Uses

We use the past simple to talk about an activity at a definite time in the past:

The business didn't grow much last year.

This product didn't exist two years ago.

I didn't go to work yesterday because I wasn't well.

Note

We use the past simple with these expressions:

last... night, week, month, year, century

... ago two hours ago, three weeks ago, four months ago, etc.

yesterday... morning, afternoon, evening

in... 2010, the 1980s, the 18th century

TASKS

Exercise 1

Underline the past simple negatives in the following.

I joined this company five years ago. It was a difficult time. The company was not in a very good state. We didn't have a clear management structure. Our local markets were not very good. Our marketing didn't include America or the Pacific regions. We didn't have any clear marketing strategy. Now, things are very different.

Exercise 2

Read the text below. Change the past simple positives to negative. Then make the negatives positive.

New products were cheap to develop. We spent a lot of money on research. Our market share increased in the early 2000s. The company made many good products. Chemco didn't buy the company. There wasn't a big change in the organisation. The new management didn't want to change everything. Most of the old management didn't leave. Things didn't improve. Now, we are very optimistic.

Exercise 3

Look at the delivery schedule for an order with Interfood nv, a Dutch frozen foods company. Unfortunately the order went wrong: on January 15, Interfood did not prepare the order. Complete the sentences below. Write what **did not happen**.

Delivery schedule for Espofrigo S.A., Vitoria, Spain
Order number: ESP325/0797

Jan. 15 Prepare order
Jan. 16 Send goods to Rotterdam Warehouse by train
Jan. 17 Load goods onto ship to Bilbao
Jan. 18 Goods arrive Bilbao. Carretera Transportes take goods by truck to Vitoria
Jan. 19 Espofrigo to confirm arrival

1. On January 15, Interfood **didn't prepare the order**.
2. On the next day they _____.
3. On January 17 they _____.
4. On the next day the goods _____.
5. Carretera Transportes _____.
6. So Espofrigo _____.

Transfer

List things that you did not do ... yesterday/the day before yesterday/last Saturday/last week/last month/three years ago/in 2005/when you were young.

UNIT 13

The Past Simple Question

See also

Unit 11	The past simple positive
Unit 12	The past simple negative
Unit 31	Do
Units 53, 54, 55	Questions

A Sample sentences

- **Did you see that promotion for the new product?**
- **Where did you buy your new computer?**
- **Why did you leave the company?**

B Form

The past simple question has two parts:

did + infinitive

We put the subject between part 1 and part 2:

did	Subject	Infinitive
did	I	present?
did	you	make?
did	he/she/it	solve?
did	the computer (= it)	analyse?
did	the consultant (= he/she)	reach?
did	we	compete?
did	you	look?
did	they	visit?
did	the specialists (= they)	fix?
did	the machines (= they)	prepare?

C Uses

We use the past simple question to ask about an activity at a definite time in the past:

When did you arrive in England?

Did you meet the managing director when she was in New York?

How long did you work for the company?

What did you say to her?

TASKS

Exercise 1

Match the question on the left with the appropriate answer on the right.

- | | |
|--|----------------------------------|
| 1. When did you arrive here? | a. Yes, it was very comfortable. |
| 2. How long did the journey take? | b. No, unfortunately I didn't. |
| 3. Did you come by plane direct from New York? | c. Last night at 8 o'clock. |
| 4. Did you have time to see the city last night? | d. About 15 hours. |
| 5. Did you sleep well in the hotel? | e. No, I changed at Amsterdam. |

Exercise 2

Bill Klemens went to Malaysia on a business trip. He is discussing the trip with a colleague, Joelle Kee. Complete the spaces in the dialogue.

Joelle: How many days **did you spend** (spend) in Malaysia?

Bill: Only three.

Joelle: _____ (have) an interesting visit?

Bill: Yes, I made some useful contacts.

Joelle: _____ (see) Mr Keitel?

Bill: No, he was in New York.

Joelle: _____ And (visit) our colleagues in Sabah?

Bill: No, I telephoned, but I didn't have time to visit.

Joelle: _____ (have time) for any tourism?

Bill: Tourism? No ... only work and more work!

Joelle: Don't you like work?

Bill: Of course I do. I love work!

Exercise 3

A manager returns from a trip and asks her assistant about yesterday. Write questions for the items below. Use the words in brackets.

1.



(the maintenance engineer/
repair/the copier?)

2.

URGENT – Caracas Report
John: please read immediately.

(John/read/the Caracas report?)

3.

Write to Kongo Club.

(you/write/to the Kongo Club?)

4.

Mr Fish phoning
about order.

(Mr Fish/phone?)

5.

VISA APPLICATION

(you/send the VISA application?)

6.

Larish Ltd to collect order.
Pay on collection.

(Larish Ltd/collect their order?) (they/pay?)

Transfer

Prepare six questions to ask a colleague. Use the past simple tense.

UNITS 11–13 ANSWERS

TASKS 11

The Past Simple Positive

Exercise 1

increased gave helped ran supplied received
delivered met ordered lost broke climbed
came read wrote spoke

Exercise 2

On 25 April this year we stop (**stopped**) production of Arpol, a treatment for migraine. Arpol production begin (**began**) in 2004 and early sales was (**were**) very impressive. However, Belpharm Ltd did launch (**launched**) the Calpem range three years ago. This product was taking (**took**) a 30% market share in the first two years. At first we agree (**agreed**) to continue with Arpol. Now the situation is different.

Exercise 3 (M)

Two years later Metfan launched the Stella range. Seven years ago Stella reached a 15% market share. In 20.. Metfan turnover rose 20% and two years later Metfan bought Lanco S.A. Last year Metfan had a 23% market share.

TASKS 12

The Past Simple Negative

Exercise 1

I joined this company five years ago. It was a difficult time. The company was not in a very good state. We didn't have a clear management structure. Our local markets were not very good. Our marketing didn't include America or the Pacific regions. We didn't have any clear marketing strategy. Now, things are very different.

Exercise 2

New products **were not** cheap to develop. We **didn't spend** a lot of money on research. Our market share **didn't increase** in the early 2000s. The company **didn't make** many good products. Chemco **bought** the company. There **was** a big change in the organisation. The new management **wanted** to change everything. Most of the old management **left**. Things **improved**. Now, we are very optimistic.

Exercise 3

2. On the next day they **didn't send** the goods to Rotterdam by train.
3. On January 17 they **didn't load** the goods onto a ship in Bilbao.
4. On the next day the goods **didn't arrive** in Bilbao.
5. Carretera Transportes **didn't take** the goods to Vitoria.
6. So Espofrigo **didn't confirm** the arrival.

TASKS 13

The Past Simple Question

Exercise 1

1. c 2. d 3. e 4. b 5. a

Exercise 2

- Joelle:** Did you have an interesting visit?
Bill: Yes, I made some useful contacts.
Joelle: Did you see Mr Keitel?
Bill: No, he was in New York.
Joelle: And did you visit our colleagues in Sabah?
Bill: No, I telephoned, but I didn't have time to visit.
Joelle: Did you have time for any tourism?
Bill: Tourism! No ... only work and more work!
Joelle: Don't you like work?
Bill: Of course I do. I love work!

Exercise 3

1. Did the maintenance engineer repair the copier?
2. Did John read the Caracas report?
3. Did you write to the Kongo Club?
4. Did Mr Fish phone?
5. Did you send the VISA application?
6. Did Larish Ltd collect their order?
Did they pay?