



1 A busy week

a Write a few sentences explaining what Karen did at work last week. Remember to use the simple past. Use the information below.

Example: On Sunday Karen prepared the presentation for Monday.

- 1. On Monday / conference -
2. On Tuesday / phone calls -
3. On Wednesday / business trip to Berlin -
4. On Thursday / meeting with the managing director -
5. On Friday / write e-mails -

b What did you do last weekend?

- On Saturday / cinema -
On Sunday / dinner with my family -

2 Our company

Fill in the appropriate preposition.



- 1. Our company was founded 1960. The offices are located Munich, but the manufacturing plant is Milano.
2. We start work 9 a.m.
3. I'm a pre-sales consultant. Last month, I went on a long business trip; first I flew Tokyo and then Rome. I was Tokyo for two weeks and Rome for one week. I came back Sunday.

3 An interview with Mary Johnson, the famous singer

Can you fill in the answers to the questions below.

- 1. When did you move to New York? - in 1995.
2. Where did you give your first concert? - in London.
3. You spent your holiday on the French Riviera this year. Did you enjoy it? - Yes, because.

Now write the questions to these answers.

- 4. ? - I finished my last concert tour in May.
5. ? - Yes, I liked London very much.



Grammar Reference: Questions in the simple past, pages 182 & 183

Note

In English, 'small talk' is a very important conversational skill. English speakers tend not to like silent pauses in a conversation and choose instead to 'keep the conversation going' with small, short questions about the weather, their job, hobbies, family, favourite sports, etc.

