

# SIMPLE PAST PRACTICE

CUANDO TENGAS CLARO COMO SE DICE ESCRÍBELO

+	he	go	the meeting	yesterday →	He went to the meeting yesterday
?	she	call	her boss	yesterday →	.....
-	we	work	with them	last week →	.....
+	I	take	the plane	a week ago →	.....
?	you	go	the launch	two weeks ago →	.....
-	they	have	problems	yesterday →	.....
+	she	work	hard	three days ago →	.....
?	he	take	the bus	yesterday →	.....
-	they	call	the bank	two days ago →	.....
+	she	have	a meeting	last month →	.....
?	he	catch	the bus	yesterday →	.....
-	she	go	the conference	last year →	.....
+	I	catch	the train	last week →	.....
?	you	go	the demonstration	two weeks ago →	.....

## Activity 11 Track 39

	Nicole	Sonia	Julio	Fitz
set up.....videoconferences				
make the arrangements for.....conferences				
answer the telephone.....times				
greet and attended to.....visitors				
handle.....customer complaints		25		
handle.....requests for information from the public				
issue.....invoices				
create.....spreadsheets				
prepare the materials for.....presentations				
distribute.....company memos				
make the arrangements for.....meetings				
make the travel arrangements for.....people				
call.....debtors				
update.....mailing list				
type the agendas for.....meetings				