

THE SIMPLE PAST: to describe finished actions, states or events in the past

FORM

There are regular verbs, irregular verbs and special cases

i) REGULAR VERBS

INFINITIVE: to work

+	I <u>worked</u>	We <u>worked</u>
	You <u>worked</u>	You <u>worked</u>
	He <u>worked</u>	They <u>worked</u>
-	I <u>didn't</u> work	We <u>didn't</u> work
	You <u>didn't</u> work	You <u>didn't</u> work
	She <u>didn't</u> work	They <u>didn't</u> work
?	Did I work ?	Did we work ?
	Did you work ?	Did you work ?
	Did it work ?	Did they work ?

SPELLING

INFINITIVE	PAST	INFINITIVE	PAST
Play	Played	Stop	Stopped
Enjoy	Enjoyed	Plan	Planned
Like	Liked	Prefer	Preferred
Die	Died	Occur	Occurred
Study	Studied	Enter	Entered
Try	Tried	Limit	Limited
Travel	Travelled	Bow	Bowed
Patrol	Patrolled	Fax	Faxed

ii) IRREGULAR VERBS

INFINITIVE: to have

+	I had	We had
	You had	You had
	He had	They had
-	I didn't have	We didn't have
	You didn't have	You didn't have
	She didn't have	They didn't have
?	Did I have ?	Did we have ?
	Did you have ?	Did you have ?
	Did it have ?	Did they have ?

iii) SPECIAL CASES

HAVE GOT

CAN

TO BE

+	I had got	I could	I was	We were
	You had got	You could	You were	You were
	He had got	He could	He was	They were
-	I hadn't got	I couldn't	I was not	We weren't
	You hadn't got	You couldn't	You weren't	You weren't
	She hadn't got	She couldn't	She wasn't	They weren't
?	Had I got ?	Could I ?	Was I ?	Were we ?
	Had you got ?	Could you ?	Were you ?	Were you ?
	Had he got ?	Could she ?	Was it ?	Were they ?

LEWIS HAMILTON

'BBC extracts for speakout pre-intermediate - unit12'

<https://www.youtube.com/watch?v=wfD-6F2rzqs>

- 1) What is Lewis Hamilton's job?
- 2) When does the Formula 1 season start?
- 3) When does the Formula 1 season finish?
- 4) When did Lewis Hamilton first appear on television?
- 5) What did he drive as a teenager?
- 6) When did he start driving in Formula 3?
- 7) When did he start driving in Formula 1?

1) Watch the following video.

'Unit 2 Hustle'

<https://www.youtube.com/watch?v=GJOe7mBLPao>

2) THE PRONUNCIATION OF PAST TENSE FORMS:

-st, -t, -d + ed = / ɪd /

-s, -sh, -ch, -x, -f, -gh, -p, -k + ed = / t /

-b, -v, -l, -m, -n, -ay, -ee, -i, -y, -r, -g, -ge + ed = / d /

Study the pronunciation rules shown above, then read the passage below aloud.

This is the story of a British criminal who **travelled** to Brazil and **burgled** a house in Rio De Janeiro. He **waited** until it was dark, then he **climbed** over the wall, **walked** through the garden and **entered** the house. He **located** a valuable painting hanging on the wall, he **removed** it from its frame with a knife and **inserted** the canvas into a cardboard tube. Then a pet monkey **started** screeching and **alerted** the security staff. The burglar **crossed** the garden again and **escaped** over the wall. He **wasted** no time and **travelled** to the airport as soon as he could, **checked** in his luggage, **smuggled** the painting onto the plane and **relaxed** in First Class. When the flight **landed** at Heathrow Airport, the Customs staff **identified** him and **stopped** him. He **accompanied** them to the Customs area where they **searched** him, his luggage and his clothes. They **discovered** nothing incriminating, so he **asked** them if he could leave. The Customs Officer **agreed** to let him go but **ordered** his men to follow him to see where he **intended** to go and what **happened** next.

Un esempio di memorizzazione "a recitazione": i verbi irregolari

I fonemi passano dalla memoria a breve termine all'archivio fonologico di lunga durata del cervello tramite un processo che potremmo chiamare "a recitazione" (dall'inglese "rehearsal" (Williams & Burden 1997: 16).

Cerca di memorizzare questi gruppi di verbi irregolari ripetendoli ad alta voce a gruppi di tre o quattro, sfruttando la similitudine tra i suoni e il loro ritmo per fissarli nella tua memoria. A questo punto, copri la seconda e/o terza colonna e metti alla prova la tua conoscenza controllando se, leggendo la forma all'infinito, sei in grado di ricordare le forme corrispondenti per le altre due colonne.

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Cut	Cut	Cut	Ring	Rang	Rung
Shut	Shut	Shut	Sing	Sang	Sung
Put	Put	Put	Swim	Swam	Swum

Let	Let	Let	Sink	Sank	Sunk
Set	Set	Set	Shrink	Shrank	Shrunk
Spread	Spread	Spread	Drink	Drank	Drunk

Hit	Hit	Hit	Run	Ran	Run
Quit	Quit	Quit	Come	Came	Come
			Become	Became	Become
Cost	Cost	Cost	Begin	Began	Begun

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Know	Knew	Known	Buy	Bought	Bought
Grow	Grew	Grown	Fight	Fought	Fought
Blow	Blew	Blown	Bring	Brought	Brought
Throw	Threw	Thrown	Think	Thought	Thought
Fly	Flew	Flown	Seek	Sought	Sought
Draw	Drew	Drawn	Teach	Taught	Taught
Withdraw	Withdrew	Withdrawn	Catch	Caught	Caught

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Make	Made	Made	Break	Broke	Broken
Lay	Laid	Laid	Wake	Woke	Woken
Pay	Paid	Paid	Speak	Spoke	Spoken
			Freeze	Froze	Frozen

Say	Said	Said	Take	Took	Taken
Read	Read	Read	Shake	Shook	Shaken
Lead	Led	Led	Fall	Fell	Fallen
Meet	Met	Met			

Sell	Sold	Sold	Give	Gave	Given
Tell	Told	Told	Forgive	Forgave	Forgiven
Hold	Held	Held	Forget	Forgot	Forgotten

Have	Had	Had	Write	Wrote	Written
Hear	Heard	Heard	Ride	Rode	Ridden
			Rise	Rose	Risen
Find	Found	Found	Drive	Drove	Driven
Bind	Bound	Bound			

INFINITIVE	PAST	PAST PARTICIPLE
Stand	Stood	Stood
Understand	Understood	Understood

INFINITIVE	PAST	PAST PARTICIPLE
Choose	Chose	Chosen
Steal	Stole	Stolen
Eat	Ate	Eaten

Bite	Bit	Bitten
Hide	Hid	Hidden
Forbid	Forbade	Forbidden

INFINITIVE	PAST	PAST PARTICIPLE
Keep	Kept	Kept
Creep	Crept	Crept
Sleep	Slept	Slept
Sweep	Swept	Swept

INFINITIVE	PAST	PAST PARTICIPLE
Wear	Wore	Worn
Tear	Tore	Torn
Swear	Swore	Sworn
Show	Showed	Shown

Spend	Spent	Spent
Send	Sent	Sent
Bend	Bent	Bent
Lend	Lent	Lent
Mean	Meant	Meant

See	Saw	Seen
Lie	Lay	Lain

INFINITIVE	PAST	PAST PARTICIPLE
Shine	Shone	Shone
Win	Won	Won
Hang	Hung	Hung

Feel	Felt	Felt
Deal	Dealt	Dealt
Build	Built	Built

INFINITIVE	PAST	PAST PARTICIPLE
Be	Was/Were	Been
Go	Went	Gone/Been
Do	Did	Done

Get	Got	Got
Shoot	Shot	Shot

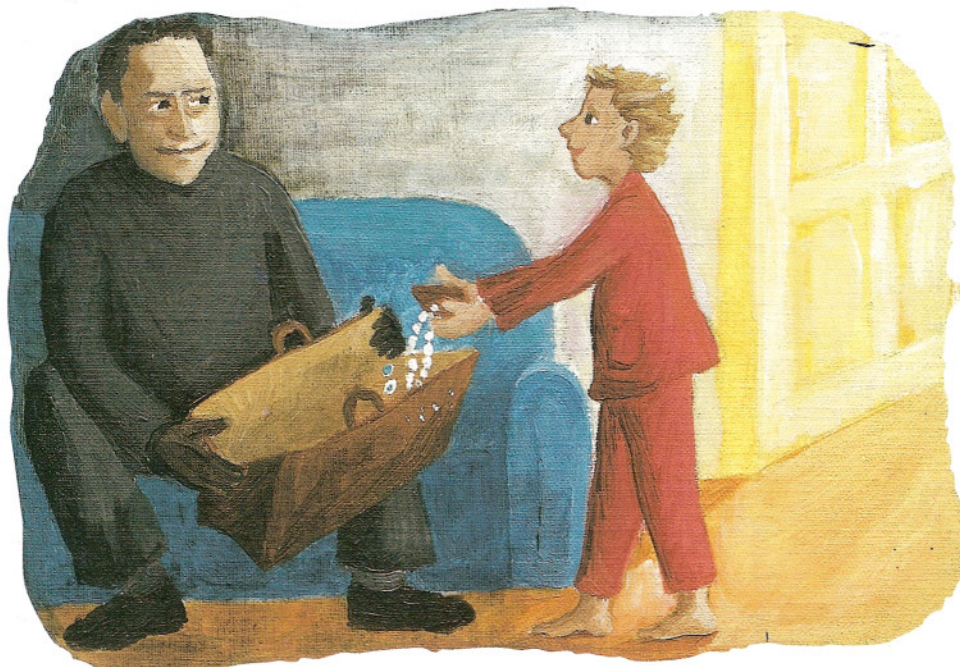
Lose	Lost	Lost
Leave	Left	Left
Light	Lit	Lit

Sit	Sat	Sat
Stick	Stuck	Stuck
Strike	Struck	Struck

1 Bedtime story

Past simple

- 1 Here is a story. The **red words** are verbs in the *Past tense*. Read Part 1 of the story and complete the table.



Present	Past
is	was
are	
ask	asked
look	
open	
play	
smile	
want	
give	gave
go	
have	
put	
say	
see	
take	

Part 1

I **was** about five years old. It **was** very late at night, and my parents **were** asleep. I **was** awake because I **wanted** to go to the toilet. I **went** to the toilet, and I **saw** a light under the living room door. So I **opened** the door and **went** in, and I saw a man in the living room. He **was** about 20 years old.

I **looked** at him, and he **looked** at me, and he **smiled** at me and **said**, 'Hi! What's your name?' And I **said**, 'Sam'. 'Do you want to play a game, Sam?' he **asked**, and I **said**, 'Yes.' He **had** a big bag in his hand, and he **said**, 'OK. Let's put things in this bag.'

So we **played** the game. I **gave** things to him, and he **put** them in his bag. I **took** my father's wallet out of his jacket, and I **took** my mother's purse out of her coat, and the man **put** them in his bag.

Part 2

Then I (1) into my parents' bedroom – very quietly – and (2) their watches and rings, and my mother's earrings, and (3) them to the man.

I (4) him some other things too – the silver knives, forks and spoons, two clocks and some old books – and he (5) everything in his bag. It (6) a great game.

And in the end he (7) , 'OK, Sam. It's bedtime. You go back to bed now. Goodnight.' So I (8) goodnight and (9) back to bed.

- 2 Read Part 2 of the story. Fill the gaps with verbs from the table.



Now listen to Sam telling the whole story.

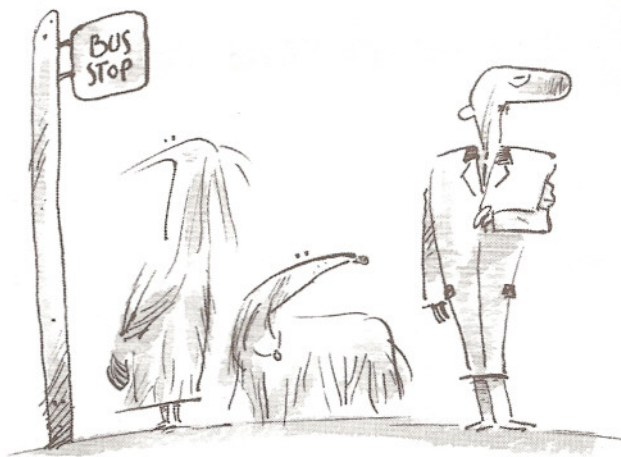
- 3 Cover the text, and try to tell the story yourself. Use the verbs in the table to help you.

C Past descriptions

Look at these descriptions. Fill the gaps with *was*, *were* and *had*.

1 There two people at the bus stop, a man and a woman. They about 50 years old. The woman quite short and long grey hair. The man very tall and no hair at all. They a large dog with them. The dog long grey hair too.

2 It a very good hotel. We a lovely room. It a double bed, a sofa, a desk and a TV, and it also a large balcony. On the balcony there three or four chairs, and several plants. There a swimming pool in the hotel garden, and there also two very good restaurants. We a lovely time there!



Listening: *The next morning*



You will hear the end of the story in Unit 15.1 (*Bedtime story*). Listen and mark the sentences T (= true) or F (= false).



- 1 ☐ My mother was in the living room.
- 2 ☐ She was with a policeman.
- 3 ☐ The policeman asked me questions about the man.
- 4 ☐ I said the man was tall and had dark hair.
- 5 ☐ The policeman showed me a photo of the man.
- 6 ☐ The policeman gave me some money.
- 7 ☐ The policeman smiled and said 'Thank you'.
- 8 ☐ We never saw the man again.
- 9 ☐ We never saw the policeman again.
- 10 ☐ We never saw our knives, forks and spoons again.

Words

Write these words in your language.

- smile (v.)
- want
- late
- light (n.)
- game
- thing
- wallet
- purse
- silver
- quiet
- garden

Other words

-
-
-
-
-
-
-
-

Unit 12 Consolidation

12A Things to remember: Units 9, 10 and 11

1 Look at the list of irregular verbs, and the rules for making regular past tenses, on page 56 of your Student's Book. Then read the story and write down the correct past tense verb form for each verb in *italics*.

I (1. *be*) very poor when I first (2. *live*) in Paris. When I (3. *go*) shopping for food, I always (4. *buy*) the cheapest things. I never (5. *travel*) by taxi; I usually (6. *walk*). But I (7. *be*) not unhappy. I (8. *love*) Paris, and people (9. *be*) very kind to me. I (10. *meet*) some people then who are still good friends today.

I only (11. *speak*) a little French, and I (12. *want*) to learn to speak and understand French well. Every day I (13. *get*) up early. Before my French lesson I (14. *read*) a newspaper and (15. *try*) to understand it; then I (16. *look*) up the difficult words in the dictionary and (17. *try*) to learn them. I (18. *go*) to lessons every day, and I (19. *talk*) to everybody I (20. *meet*).

After a few months I (21. *have got*) very little money, so I (22. *start*) a job as a part-time secretary for an American lawyer. The job (23. *not be*) interesting, but my life outside my job (24. *be*) very interesting. I (25. *have got*) friends who (26. *be*) artists, musicians and writers. I (27. *see*) and (28. *hear*) things that were new and interesting every day.

My family (29. *think*) I was coming home at the end of a year. Actually I stayed for five years, and I (30. *love*) every day of those five years. I (31. *come*) home in 1990, and I'm happy I did, but I think of Paris every day.



2 Write past tense questions for these answers.

1. She told me she was at home.

What did she tell you? OR

Where was she?

2. No, I didn't; I hated it.

3. I came by car.

4. I was quite happy.

5. No, but I liked rock music.

6. 6.30 a.m.

7. My mother was born in Ireland and my father was born in England.

8. We lived in Birmingham.

3 Be, have, or have got?

1. I not usually hungry in the morning, so I just a cup of coffee for breakfast.

2. My sister a very pretty cat.

3. How tall you?

4. That was a dirty job – I think I'll a shower before supper.

5. I don't know if they any children.

6. 'I' cold!' 'Would you like my sweater?'

7. What colour your car?

8. There too many people in this room.

9. 'I very hungry.' 'I some bread and cheese. Would you like some?'

10. You beautiful eyes, Mark.

11. The children thirsty – have we got anything to drink in the car?

12. I think they artists. They look like artists.

13. I never lunch on Tuesdays – there's not enough time.

14. You your father's nose and mouth.

15. 'Would you like a cold drink?' 'Yes, please. I' hot.'

VIDEO COMPREHENSION:

'BBC extracts for speakout pre-intermediate - unit 3'
<https://www.youtube.com/watch?v=HLTdg39sQOY>

1) What is the presenter's favourite city ?

2) What did she do at 10.00 ?

3) What did she do at 11.00 ?

4) What did she do at 13.00 ?

5) What did she do at 16.00 ?

6) What did she do at 18.00 ?

7) What did she do at 22.00 ?

WRITING: Now think of the last time you went to a foreign city and write an account of one day that you spent there.

41 Irregular verbs crossword 1

Complete the crossword by filling in the past tense of the verbs in the sentences below (see example):

ACROSS

- 1 My sister ... married on April 26th 1980.
- 2 David ... very well at the party.
- 3 He slipped on a banana skin and ... his leg.
- 4 Do you know who ... the book 'How Green was my Valley'?
- 5 I was late, so I ... all the way.
- 6 He ... off a wall and hurt himself.
- 7 My cousin ... for Great Britain in the Olympic Games when he was only 16.
- 8 I ... three rabbits last weekend.
- 9 We ... to Spain last summer.
- 10 Who ... you to play the guitar, Sally?

DOWN

- a I'm sorry, but I ... to post that letter you gave me.
- b He ... the ball to me.
- c It was cold, so he ... the window.
- d I ... a whole bottle of champagne on my last birthday.
- e A police car ... me on the motorway.
- f I ... a very interesting book last weekend.
- g I ... until 11 o'clock this morning.
- h We had a lovely time in Greece. The weather was really beautiful. In fact, the sun ... all the time.
- i I ... ill this morning so I decided not to go to work.
- j A dog ... her as she was walking through the park

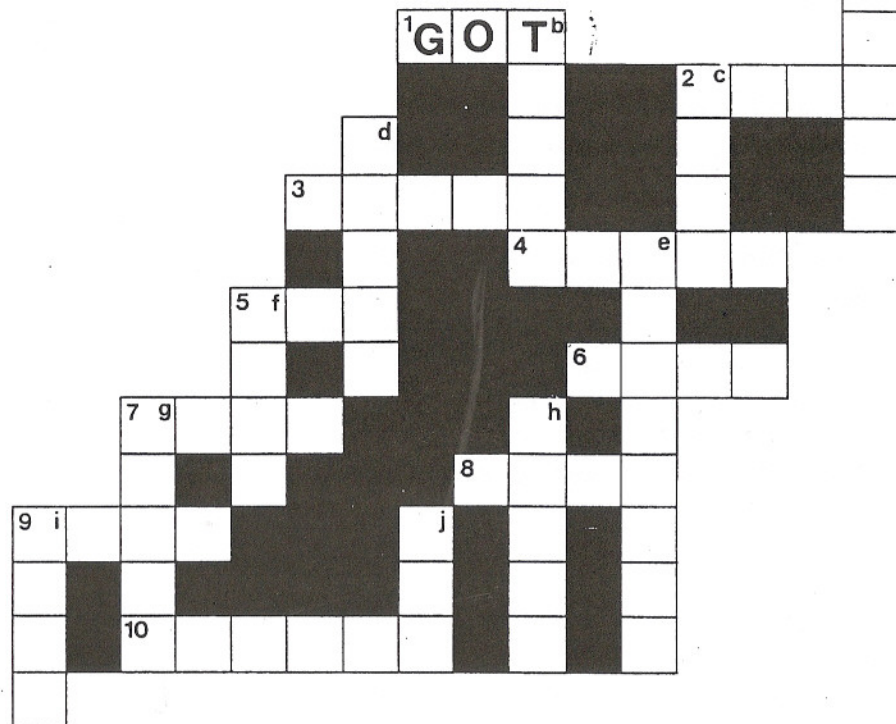
GET
SING
BREAK

WRITE
RUN
FALL

SWIM
SHOOT
FLY
TEACH

FORGET
THROW
SHUT
DRINK
OVERTAKE
READ
SLEEP

SHINE
FEEL
BITE



47 Irregular verbs crossword 2

Complete the crossword by filling in the past tense of the verbs in the sentences below (see example):

ACROSS

- 1 It was so cold last November that the canal ...
- 2 The police finally ... the bank robbers after chasing them for several hours.
- 3 I ... up at 6.30 this morning.
- 4 Mr and Mrs Brown ... from London to Manchester last weekend.
- 5 The child ... his mother's hand as they crossed the road.
- 6 We ... in the park all afternoon.
- 7 We ... up at least fifty balloons for the party.
- 8 My parents ... £35,000 for their house.
- 9 He was so tired that he ... down for a while on the bed.
- 10 Björn Borg ... the ball into the net.

DOWN

- a She ... a long, white evening-dress to the party.
- b I ... a £5 note on my way to work this morning.
- c We ... English all the time when we were on holiday.
- d He ... his wife at a disco.
- e The child ... her finger while playing with a knife.
- f The thieves ... in the doorway until the police had gone past.
- g He ... his girlfriend a ring for her birthday.
- h The teacher ... a map of Spain on the blackboard.
- i My cousin ... an actor in 1964.
- j I thought you ... you would help me.
- k My brother ... his boat himself.

FREEZE

CATCH

WAKE

DRIVE

HOLD

SIT

BLOW

PAY

LIE

HIT

WEAR

FIND

SPEAK

MEET

CUT

HIDE

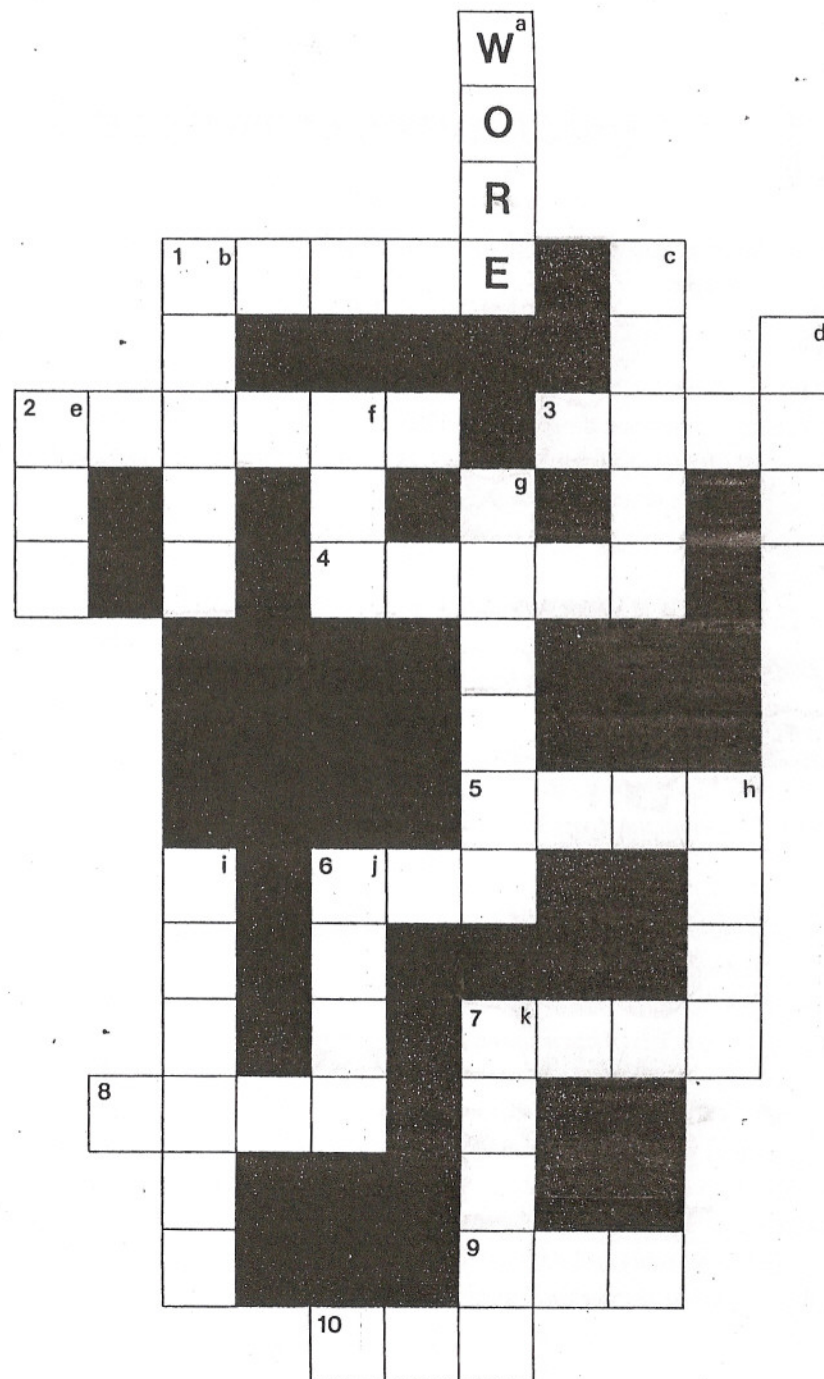
BUY

DRAW

BECOME

SAY

BUILD



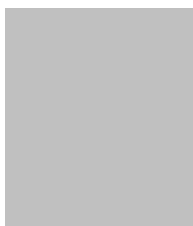
NELSON MANDELA

'Speakout Elementary Unit 6'

<https://www.youtube.com/watch?v=jcaQ39tlzLE>

- 1) In which year was Nelson Mandela born ?
- 2) How old was he when his father died ?
- 3) When did he go to university ?
- 4) When did he join the African National Congress (ANC) ?
- 5) When did he become a lawyer ?
- 6) When did he go to prison ?
- 7) For how many years did he stay in prison ?
- 8) When did he leave prison ?
- 9) When did free and fair elections finally take place in South Africa ?
- 10) When did Nelson Mandela become South Africa's President ?
- 11) For how many years was Nelson Mandela South Africa's President ?
- 12) When did he retire ?
- 13) When did he die ?
- 14) How old was he when he died ?
- 15) Where did he ask to be buried ?

PERSONAL INFORMATION



Sex

| Date of birth

| Nationality

JOB APPLIED FOR

WORK EXPERIENCE

From to

Business or sector

From to

Business or sector

EDUCATION AND TRAINING

From to

From to

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Organizational / managerial skills

Job-related skills

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

Other skills

Driving licence

ADDITIONAL INFORMATION

Publications

Presentations

Projects

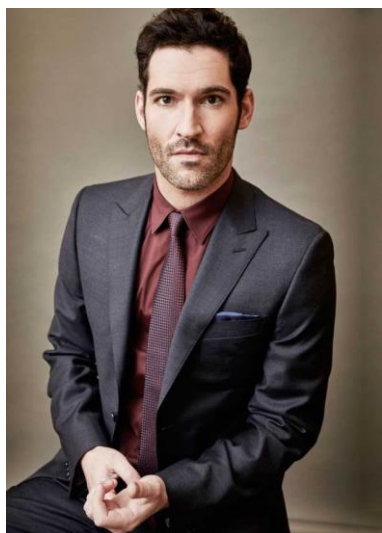
Conferences

Seminars

ANNEXES

PERSONAL INFORMATION

Davide Golia



📍 Via Nazario, 55, Grottammare (AP), 63066, Italy

📞 3478256901

✉ d.golia@studenti.unimc.it

Sex Male | Date of birth 26/07/1991 | Nationality Italian

PREFERRED JOB

Restaurant Manager

WORK EXPERIENCE

July 2020-September 2021

Head Chef

Hotel Splendido, Grottammare (AP)

Duties and responsibilities:

- Preparing appetizers, pasta dishes, main courses and desserts at the Hotel Splendido

Business or sector Catering

July 2018-June 2020

Waiter

Café Venezia. Grottammare (AP)

Duties and responsibilities:

- Taking orders, serving meals, serving drinks, cleaning tables

Business or sector Catering

July 2012-June 2018

Barman

Bar Lume. Grottammare (AP)

Duties and responsibilities:

- Taking orders, serving drinks, cleaning tables

Business or sector Catering

June 2010-June 2012

Shelf filler

Auchan s.p.a. Grottammare (AP)

Duties and responsibilities:

- Placing stocks on supermarket shelves and in display cabinets

Business or sector Retail

EDUCATION AND TRAINING

- 2012-2017 5-Year University Degree in Economics**
 University of Macerata
 Economics Department, Piazza Strambi 1, 62100 Macerata (MC)
www.EconomiaEdiritto@unimc.it
 Principal Subjects Studied: Economics, Finance, International Trade, Insurance, Maths, Statistics
- 2006-2011 High School Diploma (Classical Studies)**
 Liceo Classico Statale Giacomo Leopardi, Via Ricci 2, San Benedetto del Tronto (Italy)
www.LiceoLeopardiSanBenedetto.com
 Principal Subjects Studied: English, French, Latin, Greek, Italian Literature, Maths, Philosophy

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B1
Replace with name of language certificate. Enter level if known.					
French	A1	A2	A1	A1	A1
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills ▪ Discrete communication skills gained thanks to my experience in organizing culinary events

Organisational / managerial skills ▪ Leadership (I was the editor-in-chief of my High School newspaper)
 ▪ Charisma (I was elected Student representative at the University of Macerata)

Job-related skills • Good sense of humour, endurance, the ability to organize teams and work under pressure

Computer skills ▪ good command of Microsoft Office 365™ tools (Word, PowerPoint etc.)
 ▪ good command of spreadsheet software, e.g. Excel

Other skills ▪ I can manage websites effectively
 ▪ I can ride a horse
 ▪ I can sail a boat
 ▪ I can handle professional audio-visual equipment for presentations

Driving licence ▪ Clean driving licence, Type B

THE SIMPLE PAST: to describe finished actions, states or events in the past

FORM

There are regular verbs, irregular verbs and special cases

i) REGULAR VERBS

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HAVE GOT

CAN

TO BE

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	Had you got ?	Could you ?	Were you ?	Were you ?
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Un esempio di memorizzazione "a recitazione": i verbi irregolari

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Cerca di memorizzare questi gruppi di verbi irregolari ripetendoli ad alta voce a gruppi di tre o quattro, sfruttando la similitudine tra i suoni e il loro ritmo per fissarli nella tua memoria. A questo punto, copri la seconda e/o terza colonna e metti alla prova la tua conoscenza controllando se, leggendo la forma all'infinito, sei in grado di ricordare le forme corrispondenti per le altre due colonne.

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Cut	Cut	Cut	Ring	Rang	Rung
Shut	Shut	Shut	Sing	Sang	Sung
Put	Put	Put	Swim	Swam	Swum

Let	Let	Let	Sink	Sank	Sunk
Set	Set	Set	Shrink	Shrank	Shrunk
Spread	Spread	Spread	Drink	Drank	Drunk

Hit	Hit	Hit	Run	Ran	Run
Quit	Quit	Quit	Come	Came	Come
			Become	Became	Become
Cost	Cost	Cost	Begin	Began	Begun

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Know	Knew	Known	Buy	Bought	Bought
Grow	Grew	Grown	Fight	Fought	Fought
Blow	Blew	Blown	Bring	Brought	Brought
Throw	Threw	Thrown	Think	Thought	Thought
Fly	Flew	Flown	Seek	Sought	Sought
Draw	Drew	Drawn	Teach	Taught	Taught
Withdraw	Withdrew	Withdrawn	Catch	Caught	Caught

INFINITIVE	PAST	PAST PARTICIPLE	INFINITIVE	PAST	PAST PARTICIPLE
Make	Made	Made	Break	Broke	Broken
Lay	Laid	Laid	Wake	Woke	Woken
Pay	Paid	Paid	Speak	Spoke	Spoken
			Freeze	Froze	Frozen

Say	Said	Said	Take	Took	Taken
Read	Read	Read	Shake	Shook	Shaken
Lead	Led	Led	Fall	Fell	Fallen
Meet	Met	Met			

Sell	Sold	Sold	Give	Gave	Given
Tell	Told	Told	Forgive	Forgave	Forgiven
Hold	Held	Held	Forget	Forgot	Forgotten

Have	Had	Had	Write	Wrote	Written
Hear	Heard	Heard	Ride	Rode	Ridden
			Rise	Rose	Risen
Find	Found	Found	Drive	Drove	Driven
Bind	Bound	Bound			

INFINITIVE	PAST	PAST PARTICIPLE
Stand	Stood	Stood
Understand	Understood	Understood

INFINITIVE	PAST	PAST PARTICIPLE
Choose	Chose	Chosen
Steal	Stole	Stolen
Eat	Ate	Eaten

Bite	Bit	Bitten
Hide	Hid	Hidden
Forbid	Forbade	Forbidden

INFINITIVE	PAST	PAST PARTICIPLE
Keep	Kept	Kept
Creep	Crept	Crept
Sleep	Slept	Slept
Sweep	Swept	Swept

INFINITIVE	PAST	PAST PARTICIPLE
Wear	Wore	Worn
Tear	Tore	Torn
Swear	Swore	Sworn
Show	Showed	Shown

Spend	Spent	Spent
Send	Sent	Sent
Bend	Bent	Bent
Lend	Lent	Lent
Mean	Meant	Meant

See	Saw	Seen
Lie	Lay	Lain

INFINITIVE	PAST	PAST PARTICIPLE
Shine	Shone	Shone
Win	Won	Won
Hang	Hung	Hung

Feel	Felt	Felt
Deal	Dealt	Dealt
Build	Built	Built

INFINITIVE	PAST	PAST PARTICIPLE
Be	Was/Were	Been
Go	Went	Gone/Been
Do	Did	Done

Get	Got	Got
Shoot	Shot	Shot

Lose	Lost	Lost
Leave	Left	Left
Light	Lit	Lit

Sit	Sat	Sat
Stick	Stuck	Stuck
Strike	Struck	Struck

Exercise 4 A



06

Complete this article about Vivendi by putting each of the verbs in brackets into the past simple. Most of the verbs are irregular (see Appendix 2).

Vivendi: 150 years of history

Vivendi, the French utilities and communications group, has a long history going back to 1853. In that year the Government (1) *created* (create) Compagnie Generale des Eaux. The founders (2) (have) two objectives: to irrigate the countryside for farming and to supply water to towns and cities in France.

In 1880 a treaty (3) (give) Generale des Eaux the right to supply water to Venice, and then Constantinople and Oporto (4) (come) soon after. By the time of the centenary celebrations in 1953 Generale des Eaux (5) (supply) water to eight million people in France.

In the 1960s and 1970s the company (6) (begin) activities in the area of civil construction and (7) (build) a large tower block in the La Defense business district of Paris.

During the 1980s Generale des Eaux (8) (join) with the Havas media group to create Canal Plus, a pay TV channel. They also (9) (take) a controlling stake in the civil engineering giant, SGE. In the 1990s they (10) (win) major contracts in the Asia Pacific region and in Latin America.

Jean-Marie Messier (11) (become) CEO in 1996 and (12) (run) the company along American lines.

He (13) (sell) \$5 billion in assets and (14) (cut) the workforce by 10%. All this (15) (mean) that an annual loss of \$600 million (16) (turn) into a profit of \$320 million. In 1998 he (17) (change) the name of the group to Vivendi and soon after (18) (make) a series of partnerships and acquisitions in the telecommunications industry.

Operations in North America (19) (grow) very quickly after this and in 2000 Vivendi (20) (buy) Seagram to become a truly international media and communications company. ■

5 Bookings and arrangements



Listening

Task 1



Listen to two phone conversations and complete the table.

Call	Name of travel agency	Destination	Alternatives
1			
2			

Task 2



Listen to the calls in Task 1 again. Decide if the statements about the calls are true (T) or false (F).

- 1 This is the first time Mike Wilkins has rung the travel agent asking for information. **T/F**
- 2 The travel agent has been to the places they are discussing. **T/F**
- 3 Hotel San Lorenzo is in the city centre. **T/F**
- 4 Helga Langendorf will be in Hong Kong for work. **T/F**
- 5 The price of the flights on the two airlines is very different. **T/F**
- 6 The travel agent will make the bookings immediately. **T/F**



You will find the tapescript on page 91.

What to say – what to expect

Read these useful sentences and make sure you understand them. Use a dictionary to help you if necessary.

Hotel reservations

Person calling

Could you tell me the price of a single room, please?

I'd like to book a double room for three nights, please.

Have you got any rooms available?

Are conference facilities available at the hotel?

How far is the hotel from the airport?

I'd like a quiet room with a balcony overlooking the sea.

I've got a room booked for tomorrow.

I won't be arriving until about 11.30 p.m.

You will keep the room for me, won't you?

I'm afraid I've got to change my booking.

Something urgent has happened and

I've had to change my plans.

Person called

A single room with shower or bath is €150, with breakfast included.

Would you prefer a shower or a bath?

All rooms are fully equipped with satellite TV, air-conditioning and Internet connection.

I'm afraid we're fully booked.

We haven't any double rooms left, but I can offer you a suite.

Could you send an email to confirm your booking?

Shall I send you the information pack about our conference facilities?



Task 3

Complete the sentences with words from the list below. Use each word once only.

- 1 Would you like a single or a room?
- 2 The time of flight JAL314 is 14.50.
- 3 Several fly the same route, so it's mainly a question of choosing the most time.
- 4 If you go on a flight, you're likely to pay more but it's often more convenient.
- 5 Don't forget: time is an hour before take-off.
- 6 They've decided to stay in an rather than a hotel.
- 7 Sorry to have you waiting.
- 8 The conference in the hotel are excellent.
- 9 All the have been made. You'll be from us soon.
- 10 I'd like to a suite with a balcony for two nights.

kept	scheduled	hearing	departure	facilities	convenient
book	apartment	double	arrangements	check-in	airlines

Task 4

Choose the best responses.

- 1 Do you want to book a scheduled flight?
a Yes, the schedules are best.
b Yes, it will be more convenient.
c Yes, I like the airports.
- 2 What's the availability on the flight?
a The flight is fully booked.
b The flight is not available.
c The flight will depart when the seats are available.
- 3 Can you send me an email as confirmation of the booking?
a Yes, of course.
b Please book by email.
c I'll check the booking online.

- 4 Can I book three single rooms for our group tonight?
 - a I'm sorry. You'll have to find another hotel.
 - b I'm sorry. We don't handle package tours for groups.
 - c I'm sorry. We're fully booked.
- 5 Is service included in the hotel rate?
 - a Yes, you don't need to leave any tips.
 - b Yes, your car will be serviced.
 - c Yes, you will be served breakfast in your room.
- 6 Please book me on a flight at about 18.00.
 - a Would you like a return ticket?
 - b Will the 18.30 flight be OK?
 - c What time does it arrive?

Task 5



Listen to the phone call and decide which message pad has the correct flight details.

1 CONTINENTAL EXPRESS

26 July
Boston - Chicago
Midday

28 July
Chicago - Boston
Morning

2 CONTINENTAL EXPRESS

26 July
Kennedy - Boston
Midnight

28 July
Boston - Chicago
Evening

3 CONTINENTAL EXPRESS

26 July
Kennedy - Boston
Midday

28 July
Boston - Chicago
Morning

Listen again and complete the table.

Caller	
Hotel location	
Hotel name	
Booking dates	
Type of room	

What to say – what to expect

Read these useful sentences and make sure you understand them. Use a dictionary to help you if necessary.

Travel arrangements – air



Person calling

I'd like to book a seat on flight AZ514 from Paris to Frankfurt on 15 June.

How long is the flight from Berlin to Istanbul?

Is there a direct flight from San Francisco to South Korea?

Is there a connecting flight from Detroit to Miami?

How far is the airport from the city centre?

How long will the stopover in Bahrain be?

How much would it cost to take a taxi from the airport to the hotel?

Person called

I'm sorry there are no seats left on that flight.

Would you like a seat by the window or an aisle seat?

Would you like a business class or economy class seat?

There are five scheduled flights a day between Stockholm and Brussels.

Take a bus or the metro from the airport to the city centre.

I'm afraid there's no availability on the flight you wanted.

Travel arrangements – road and ferry



Person calling

What's the road like between Lisbon and Coimbra?

What's the best route to take over the Alps?

Could you please send me directions so I can find the office?

Is it easy to park in the city centre?

Do I need to book in advance to take the car on the ferry?

How long is the crossing from Bari to Dubrovnik?

Person called

The motorway is always very busy in the rush hour.

There will be major roadworks for the next few weeks, causing long delays.

I'll email you a map showing exactly where the hotel is.

The hotel has its own underground car park.

Due to rough weather, the ferry crossing scheduled to depart at 18.00 has been cancelled.

Travel arrangements – rail



Person calling

I'd like a return ticket from Geneva to Milan.

I'd like to take the overnight sleeper from Avignon to Paris.

I'm travelling on Eurostar, so I'll be in Brussels in plenty of time for the meeting.

Person called

Would you like to travel first class or standard class?

Would you like to be in a mobile-free carriage?

Would you like to book a table in the dining car?

Task 6



Listen to the phone conversation and complete the itinerary.

Details of visit

Name: Louis Gasquet
 Company: Monteil SA, Lyon, France
 Arrival date: (1) _____
 Arrival time: (2) _____
 Airline: Alitalia - AZ325
 Transfer to hotel:
 (3) _____
 Hotel: (4) _____
 No. of nights booked:
 (5) _____

Meetings

First day: Lunch with key people at (6) _____; meeting at 3 p.m. with the (7) _____; meeting at (8) _____ with the Managing Director.
 Second day: Whole day at (9) _____ near Orvieto.
 Back for (10) _____ in Rome.
 Third day: Return flight to Lyon.

Listen again and answer the questions.

- 11 Is this Louis Gasquet's first visit to the company in Rome?
 12 What question does Louis ask Flavia at the end of the conversation?

You will find the tapescript on page 93.

Task 7



Listen to the phone conversation and complete the notes about changes.

Hotel Adlon Conference Centre

Booking details: Spectrum Technodesign

Monday 10 June

Rooms: 25 single, with shower/bath

Now: No change

Dinner in Linden Restaurant at 8 p.m.: 45 people, with 9 vegetarians

Now: (1) _____ people, with (2) _____ vegetarians

Tuesday 11 June

Rooms: 25 single, with shower/bath

Now: (3) _____ single, with shower/bath; (4) _____ double, with shower/bath

Dinner in Linden Restaurant at 8 p.m.: 15 people, no vegetarians

Now: (5) _____ people, (6) _____ vegetarians

Wednesday 12 June

Rooms: 25 single, with shower/bath

Now: (7) _____ single, with shower/bath; (8) _____ double, with shower/bath

Dinner in Linden Restaurant at 8 p.m.: 45 people, with 9 vegetarians

Now: (9) _____ people, (10) _____ vegetarians

You will find the tapescript on page 94.

Task 8

Complete the conversation with sentences from the list below. Use each sentence once only.

A: Iberia Airlines. Good morning. Can I help you?

B: **1** _____

A: **2** _____

C: Flight Reservations.

B: **3** _____

C: How can I help you, Ms Meier?

B: **4** _____

C: I see.

B: **5** _____

C: Are you flying business class?

B: **6** _____

C: Well, in that case, if there's a seat available on the plane, you'll have no problem. Do you know which flight you want?

B: **7** _____

C: **8** _____

B: Yes, please.

C: Right. Go to the Iberia desk at the airport at least 60 minutes before departure.

B: **9** _____

C: Yes, it's IB/0975/453.

B: **10** _____

C: Bye.

- a But my conference is ending earlier and I'd like to take an earlier flight back.
- b Hold the line, madam, and I'll put you through to Flight Reservations.
- c Let's see ... yes, there are a few seats left. Shall I reserve one for you?
- d Yes, IB3167 is the flight I'd like to take, at 15.45.
- e That's fine, then. Thanks very much. Bye.
- f Good morning. I'd like to change a flight booking, please.
- g Hello. My name's Rosa Meier.
- h And they'll change the ticket then? Is there a reference number?
- i Well, I'm booked on an Iberia Airlines flight from Barcelona to Geneva this Friday at 18.40.
- j Yes, I am.

Language study

Task 9 Probability and possibility

We often use *will*, *should* and *might* when we want to show how certain we are about what we are saying.

certain	The Managing Director <i>will</i> chair the meeting.
probable	Grace Lin <i>should</i> be back this afternoon.
possible	I <i>might</i> meet him later.

Now change the following sentences to show how certain you are.

Example:

Your parcel is likely to arrive tomorrow.

Your parcel **should** arrive tomorrow.

- 1 I'm not sure if we'll visit Amsterdam on the way home.
- 2 It's likely that the consignment will reach you at the end of the week.
- 3 You'll probably get a good discount from the car company.
- 4 The discount is certain to be bigger if you book more than 50 seats.
- 5 The reference number is probably at the top of the page.
- 6 She's certain to call you before 12.00 tomorrow.

Task 10 Reporting questions

When you pass on a message, you will need to report different types of questions.

'Is the director satisfied with the arrangements?' (She asked)

She asked **if/whether** the director *was* satisfied with the arrangements.

'Why haven't you delivered the order?' (He wanted to know)

He wanted to know **why** we **hadn't** delivered the order.

'What will the discount be?' (She enquired)

She enquired **what** the discount **would** be.

Now report the following questions in a similar way.

- 1 'Have all the arrangements been made?' (They wanted to know)
- 2 'What is the reference number?' (He asked me)
- 3 'Is the hotel central?' (She enquired)
- 4 'How much does a double room cost per night?' (He wanted to know)
- 5 'How long will the conference last?' (She asked)
- 6 'Can I pay by credit card?' (He wondered)
- 7 'Have you booked the hotel?' (She wanted to know)
- 8 'Why have you changed the flight?' (He asked)
- 9 'What have they done with the files?' (She wondered)
- 10 'What time will the dinner start?' (He enquired)

Speaking

Task 11

Question tags are used at the end of sentences to ask for confirmation or agreement.

*She's French, **isn't she**?*

Question tags can be pronounced in two ways.

If they are spoken with a rising tone ↗, they are real questions: the speaker doesn't know the answer.

If they are spoken with a falling tone ↘, they are only asking for confirmation: the speaker knows the answer but wants to check it.



Listen to the examples that show the difference between the rising and falling tones.

Rising tone ↗

*She's French, **isn't she**?*

*You've booked the room, **haven't you**?*

*He doesn't like flying, **does he**?*

Falling tone ↘

*She's French, **isn't she**?*

*You've booked the room, **haven't you**?*

*He doesn't like flying, **does he**?*

Now add question tags to complete the sentences. Listen to the sentences to hear the difference between the rising and falling tones indicated by the arrows.

- 1 There aren't any seats left, ↗
- 2 She's already paid, ↘
- 3 We'll have to change the booking, ↘
- 4 The dinner was good, ↘
- 5 The flight's on time, ↗
- 6 You can ring them tomorrow, ↘
- 7 You liked that hotel, ↘
- 8 They haven't called us back, ↗
- 9 You'll make sure you're on time, ↘
- 10 You've got her mobile number, ↗

You will find the tapescript on page 95.

Task 12



You have received this email from Gregor Bachmann, postponing his visit to your company. He was due to come on Tuesday, 7 March and stay for two nights. You now need to ring the hotel and change the reservation you had made for Gregor. Listen to what the hotel receptionist. Pause the recording and respond. You may listen to the recording first to help you.

You will find the tapescript on page 96.

I'm afraid I need to postpone my two-day visit to your company. The Managing Director of our parent company has decided to come for a series of meetings, and I obviously need to be here. Can we postpone my visit until the following week? I could come on Tuesday 14 and would stay for two nights, as agreed. Can you change the reservation at the Grand Hotel for me if the dates are OK with you?

I look forward to hearing confirmation.

Best wishes,

Gregor Bachmann

Task 13 Role play

Work with another student when you do this exercise. Agree which of you is Student A and which is Student B. Student A has information on this page, Student B on page 74. Sit back to back. Student A should now 'call' Student B. When you have done the calls once, change roles.

A1 You work at the travel agency Choice Travel. Your colleague, Beth, has asked you to call Mike Wilkins about his reservation at the Hotel Reale in Barcelona. Unfortunately, the Hotel Reale is fully booked with a conference over the dates Mr Wilkins wants. You have contacted Hotel Del Norte and have made a provisional booking for him there instead – it is an excellent hotel, and is a similar price to the Hotel Reale. Try to persuade him to stay there – it is more central. You can recommend the Estrella restaurant for seafood, and the Meson Jordi restaurant for traditional cuisine.

A2 You are a colleague of Flavia Bellini. Flavia has asked you to call Louis Gasquet about a change of plan. The Managing Director is now unable to make the meeting arranged for Tuesday at 5 p.m. The meeting could be rearranged for Thursday at 5 p.m. You know that Louis wanted to go to an exhibition in Rome, if there was time. Find out whether he would be able to stay on in Rome until Friday, and what arrangements he would like you to make for him.

A3 You are a colleague of Jerry Kemp from Spectrum Technodesign. Jerry is very busy at the exhibition and has asked you to call Verena Fischer at the Hotel Adlon, where several staff from Spectrum are staying this week. Jerry has asked you to book a buffet lunch at the hotel tomorrow, and has given you the following notes.

Buffet at 1 p.m. – Hotel Adlon
Not sure how many people, about 35 – ask for advice on quantities; please check Spectrum won't have to pay for what isn't used.
Ask for: fruit juice, mineral water, sandwiches and snacks (some vegetarian), cakes and tea/coffee.

5 Bookings and arrangements

B1 You are a colleague of Mike Wilkins, who is away from the office. You know he was looking forward to staying at the Hotel Reale on his forthcoming trip to Barcelona. He has planned several important meetings with business contacts, so the hotel and its location are both important. He has asked you to find out about a good restaurant in Barcelona, and to book a table for five on 19 May. He has asked you to make all decisions for him in his absence.

B2 You are a colleague of Louis Gasquet, who is away this week. You have his office diary. You know he is due to go to Rome on Tuesday, 25 October and that several meetings have already been arranged by Flavia Bellini. Make notes on the diary, so you can tell Louis about any changes to the Rome trip when he is back in the office.

Tuesday 25 October

0815 AZ325 Flight Lyon - Rome, arrival 09.30

3 p.m. - meeting with Sales Director

5 p.m. - meeting with Managing Director

Wednesday 26 October

All-day visit to main factory near Orvieto

Thursday 27 October

08.00 AZ305 Flight Rome - Lyon (change this?)

Any free time to go to the exhibition in Villa Borghese?

Friday 28 October

In office all morning

Leave office at 4 p.m. - going to Nice for the weekend

B3 You are a colleague of Verena Fischer at the Hotel Adlon. She has asked you to deal with Jerry Kemp from Spectrum Technodesign, who have booked several rooms and dinners in the hotel this week. You are used to dealing with orders for buffet meals, finding out the exact requirements, and giving advice. The hotel policy is to charge for all food that is ordered but not consumed, but not to charge for bottles that are not opened.