

The Past Simple Tense
some and any
Vocabulary check

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2 Choose the correct words a–d below to complete the text.

Kate Lloyd is a designer and her company ¹ is in Seattle in the USA. She usually ² _____ work at eight o'clock. When she arrives at work, she always ³ _____ her emails. She ⁴ _____ works on projects with an international team. The other team members work in Asia, Europe and Australia. The team ⁵ _____ meets because they work in different continents. The team members ⁶ _____ by email, telephone and video conference.

1 a are

b am

c is

d be

2 a go

b goes

c start

d starts

3 a read

b reads

c look

d looks

4 a often

b never

c does

d is

5 a always

b sometimes

c often

d never

6 a communicate

b communicates

c say

d says

3 Use the prompts to make sentences using the present continuous.

1 I / work / at home today

I am working at home today.

2 they / expand / their factory?

3 we / not / increase / our prices

4 the market / get / more competitive

5 how much / she / offer?

6 he / not / have / lunch at the moment

7 our competitors / produce /
cars very cheaply

8 what / you / do / at the moment?

The Past Simple Tense

- We use the past simple to talk about completed actions in the past.
*Last year, we **increased** our sales by 15 per cent.*
- We usually form the past simple by adding *-d* or *-ed* to the verb.
save – saved launch – launched export – exported
- About 150 irregular verbs form the past simple differently.
cost – cost be – was – were grow – grew
spend – spent give – gave go – went

irregular verbs

to come -

to eat -

to bring -

to leave -

to make -

to see -

to think -

to begin -

to meet -

to find -

to pay -

to lose -

to read -

to go -

to tell -

to stand -

to sit -

to write -

to break -

to buy -

to send -

to speak -

to hear -

to say -

Complete the sentences with the correct form of *make* or *do*.

- 1 Our company made a big profit last year.
- 2 We _____ a deal with our supplier - he gave us a 15 percent discount.
- 3 It's always nice to _____ business with you.
- 4 Can I _____ an appointment with Mrs Chambers, please?
- 5 Sorry, I _____ a mistake with the figures yesterday.
- 6 I should stop reading the paper and _____ some work.
- 7 She _____ the accounts every month.
- 8 They are _____ a decision about the new products at the moment.

Put these words in the right order to make sentences about problems at work.

- 1 the deadlines / the projects / weren't / for / realistic
The deadlines for the projects weren't realistic.
- 2 most people / the office / didn't / leave / until 8 p.m.
- 3 a / manager / good / wasn't / she
- 4 on time / start / meetings / didn't
- 5 didn't / she / to motivate / know / the staff / how

Correct one mistake in each line of this message.

Maris, I'm sorry. I'm having a bad day. I didn't ~~sent~~ the report
out, and I not check the figures. I didn't get to the bank
on time, and I didn't phoned the suppliers. I tried to call you
this morning, but you not answer. I think I need to go home.

1 ...send...

2

3

4

Some and *any* are used with plural nouns when the quantity is not specified.

If the sentence is positive, we use *some*.

*There are **some** deliveries due in today.*

If the sentence is negative, we use *any*.

*There aren't **any** deliveries due in today.*

If the sentence is a question, we use *any*.

*Are there **any** deliveries due in today?*

Complete the sentences with *a*, *some* or *any*.

- 1 We've *some* problems with cash flow this month.
- 2 Joe's office has air conditioning, but it doesn't have windows.
- 3 The invoice is incorrect. Please send us new one.
- 4 My new office doesn't have very nice view.
- 5 Do you have meetings on Tuesday?
- 6 We don't have information about the missing documents.
- 7 Does he have problems with the new boss?
- 8 Please give us details.
- 9 They don't have Korean customers.
- 10 Ms Torres has meetings on Friday, but she's free on Monday.

Tick (✓) the correct sentences. Correct the mistakes in the other sentences.

1 I'd like any water.

I'd like some water.

2 Could I have any more coffee, please?

3 Are there any restaurants near here?

4 There isn't some wine left.

5 I'd like some cheese, please.

6 Do you have any soft drinks?

Choose the correct words to complete this dialogue.

Mina: There are *some / any*¹ good restaurants in the centre.

Ivan: Yes, but there isn't *some / any*² parking. We could go to the Texas Steakhouse near the airport.

Mina: Do they serve *some / any*³ vegetarian dishes?

Ivan: I don't think so. How about the Marina? They do *some / any*⁴ great fish dishes, and they have *some / any*⁵ vegetarian starters, too.

Mina: Good idea. I'll see if they've got a table for nine o'clock.

Complete the sentences with the words in the box.

luxury research ~~domestic~~ leader share Asian

- 1 Kelman industries is an Irish company. It exports 20 percent of its products. It sells the other 80 percent on the domestic market in Ireland.
- 2 Last year, Landfeldt lost 33 percent of its market _____ to competitors.
- 3 Amigo Trading is the market _____ in Europe for office furniture. It makes more profit than all the other companies.
- 4 Many companies do market _____ to find out what their customers like or dislike about their products and services.
- 5 The _____ market is doing well at the moment, especially China and India.
- 6 Gucci and Dior are competitors in the _____ market.

Complete the text. **Circle** the correct words in *italics*.

Grange and Nova manufacture and ¹ **export** / *exporter* low-cost electrical products to the USA. Their main ² *compete* / *competitor* in this market is the Solway Group, which also ³ *trades* / *trader* with American companies. If you are thinking of a good ⁴ *investor* / *investment* for the future, we recommend Grange and Nova: they have a strong ⁵ *management* / *manager* team and their employees have excellent product ⁶ *trainer* / *training*.

Thank you for your
attention!