

## Zeitformen – Vergangenheit

### Simple past – Präteritum

Bildung: regelmäßige Verben – 1. Verbform + Endung – ed  
unregelmäßige Verben – 2. Verbform  
Die Endungen sind für alle Personen gleich.  
Bsp. He learned a lot. We came.

Die Verneinung im Präteritum wird mit **didn't** plus dem Infinitiv gebildet.  
Bsp. He **didn't finish** his report yesterday.

Die Fragen im Präteritum werden mit vorangestelltem **did** plus dem Infinitiv gebildet.  
Bsp. **Did** you **send** the email? Yes, I **did**./No, I **didn't**.

Verwendung: Das simple past wird verwendet  
- für einmalige (a) oder aufeinanderfolgende (b) oder wiederholte (c) Vorgänge, die in der Vergangenheit begonnen haben und auch abgeschlossen sind.  
(a) They moved last week  
(b) The teacher opened the book and began to read.  
(c) She wrote him every week.

Signalwörter: yesterday, (2 months) ago, in (1960), in the other day, the day before yesterday, last (week/month/year/...)

**Exercise 1.** Tell a colleague who was ill what happened in a meeting last week.

*Example:* Last week we had (have) a meeting about a current problem and a new product.

1. Mr. Smith \_\_\_\_\_ (is) our chairman. He \_\_\_\_\_ (is) in charge of organising and leading the meeting.
2. He \_\_\_\_\_ (determine) who should take part in the meeting.
3. He \_\_\_\_\_ (choose) Mr. Behan, Mr. Wojtkowiak, Ms. Miller, and me.
4. The chairman \_\_\_\_\_ (ask) us when the meeting should take place.
5. We \_\_\_\_\_ (tell) him Wednesday afternoon.
6. Mr. Smith \_\_\_\_\_ (prepare) the agenda and \_\_\_\_\_ (send) it to us.
7. On Wednesday afternoon everyone \_\_\_\_\_ (meet) in room 405.
8. Mr. Smith \_\_\_\_\_ (begin) the meeting on time.
9. He \_\_\_\_\_ (outline) the goals of the meeting.
10. Mr. Behan \_\_\_\_\_ (give) a short presentation on a current technical problem.
11. We all \_\_\_\_\_ (listen) attentively to Mr. Behan.
12. After the presentation, we \_\_\_\_\_ (talk) about the problem.
13. Mr. Wojtkowiak and I \_\_\_\_\_ (not agree) on how we could solve the problem.
14. Finally, we \_\_\_\_\_ (decide) on a reasonable plan of action.
15. Next, our chairman \_\_\_\_\_ (move) on to the next part of the meeting: a new product.
16. Unfortunately, this part of the meeting \_\_\_\_\_ (is not) very productive.
17. We \_\_\_\_\_ (argue) too much and \_\_\_\_\_ (not get) anywhere.
18. Mr. Wojtkowiak \_\_\_\_\_ (interrupt) me all the time.
19. Mr. Behan \_\_\_\_\_ (fall) asleep.
20. Mr. Wojtkowiak \_\_\_\_\_ (throw) his cup of coffee at Mr. Behan.

21. The chairman \_\_\_\_\_ (not resolve) the conflict.
22. The end of the meeting \_\_\_\_\_ (is) simply awful! It \_\_\_\_\_ (last) forever!
23. Everyone \_\_\_\_\_ (leave) the meeting in a horrible mood, and Mr. Behan \_\_\_\_\_ (go) and \_\_\_\_\_ (buy) himself a new suit.

**Exercise 2.** Put these questions about the history of transportation in the correct order.

*Example: did / people / first travel / how ? = How did people first travel?*

1. was / what / with wheels / the first vehicle ?  
\_\_\_\_\_
2. did / when / start / people / using carriages ?  
\_\_\_\_\_
3. pioneers / what sort of vehicles / to travel west / did / use ?  
\_\_\_\_\_
4. invented / who / the bicycle ?  
\_\_\_\_\_
5. did / a steam-powered automobile / work / how ?  
\_\_\_\_\_
6. what / the Model T / was ?  
\_\_\_\_\_
7. Henry Ford / was / who ?  
\_\_\_\_\_
8. like / what / early buses / were ?  
\_\_\_\_\_
9. people / start using / when / did / trains ?  
\_\_\_\_\_
10. how fast / were / the first trains ?  
\_\_\_\_\_

**Exercise 3.** Your colleague has just returned from a business trip. You ask her about her trip. Write your questions using the prompts in parentheses.

*Examples: (where/go) Where did you go?  
(stay/good hotel) Did you stay at a good hotel?*

1. (how long / stay) \_\_\_\_\_ ?
2. (when / arrive) \_\_\_\_\_ ?
3. (go / with another colleague) \_\_\_\_\_ ?
4. (why / take your trip) \_\_\_\_\_ ?
5. (who / meet) \_\_\_\_\_ ?
6. (be / good trip) \_\_\_\_\_ ?
7. (what / be the weather like) \_\_\_\_\_ ?
8. (enjoy your time there) \_\_\_\_\_ ?
9. (what / do in your leisure time) \_\_\_\_\_ ?
10. (when / come back) \_\_\_\_\_ ?

**Exercise 4.** Your colleague's trip was terrible. She tells you about it. Complete her sentences with the words in parentheses.

"I \_\_\_\_\_ (1) (travel) to our headquarters in Washington D.C. Unfortunately, I only \_\_\_\_\_ (2) (spend) one day there. I \_\_\_\_\_ (3) (fly) into D.C. yesterday morning and \_\_\_\_\_ (4) (come back) this morning. Mr. Thursten \_\_\_\_\_ (5) (accompany) me. Both times on the plane \_\_\_\_\_ (6) (be)

simply awful – lots of turbulence. Upon arrival, we \_\_\_\_\_ (7) (inspect) the plant, \_\_\_\_\_ (8) (examine) and \_\_\_\_\_ (9) (meet) the assistant plant manager. We \_\_\_\_\_ (10) (not see) the plant manager as I had hoped. I'm afraid our trip \_\_\_\_\_ (11) (not be) very informative. The assistant plant manager \_\_\_\_\_ (12) (not tell) us much useful information. It \_\_\_\_\_ (13) (snow) a lot and the traffic \_\_\_\_\_ (14) (be) terrible. I \_\_\_\_\_ (15) (not have) fun at all. We \_\_\_\_\_ (16) (watch) TV yesterday evening in the hotel and we \_\_\_\_\_ (17) (not go) anywhere in D.C. for fun. We \_\_\_\_\_ (18) (return) home happily.”

**Exercise 5.** Read the following text about discovering how to make electricity and put the verbs in parentheses into the simple past tense.

### Power to the people

Discovering how to make electricity was one of the most important steps human beings \_\_\_\_\_ (1) (make) in using energy for heat, light and many other purposes. Before this discovery, people \_\_\_\_\_ (2) (rely) on coal and wood for heat and muscle power for most other work. The ancient Greeks \_\_\_\_\_ (3) (know) that rubbing amber with cloth \_\_\_\_\_ (4) (produce) static electricity, but they \_\_\_\_\_ (4) (not know) why. From the 1700s, many scientists in Europe and the United States \_\_\_\_\_ (5) (try) to understand how electricity \_\_\_\_\_ (6) (work) and how to generate it. It \_\_\_\_\_ (7) (not be) until the 1800s that real progress \_\_\_\_\_ (8) (take) place. In 1829 Joseph Henry in the United States \_\_\_\_\_ (9) (invent) the first true electric motor, a machine that \_\_\_\_\_ (10) (can) use electricity to turn moving parts such as wheels and belts. In the 1870s and 1880s in Britain, Sir William Siemens \_\_\_\_\_ (11) (build) the first electric railway and the first electric turbines. The age of electricity \_\_\_\_\_ (12) (begin) in earnest in 1884. Thomas Edison \_\_\_\_\_ (13) (design) the first electric power station in New York. In the modern world electricity is used everywhere.

### Past progressive – Verlaufsform der Vergangenheit

Bildung: Vergangenheit form von „to be“ (was/were) + 1. Verbform + Endung –ing  
He **was** reading.

Verwendung: Das past progressive wird verwendet

- um den Ablauf einer Handlung zu einem bestimmten Zeitpunkt (a) oder während eines bestimmten Zeitraumes (b) der Vergangenheit zu bezeichnen
  - (a) Yesterday at 8 o'clock I **was** working.
  - (b) Between 10 o'clock and 11 o'clock we **were** having a meeting.
- wenn eine Handlung bereits im Gange war, als ein neues Ereignis eintrat ( die ältere Handlung steht im past progressive, die jüngere im simple past)
  - We **were** lying on the beach **when** the accident **happened**.
- wenn mehrere Vorgänge gleichzeitig in der Vergangenheit stattfanden
  - I **was** watching TV while my wife **was** phoning her friend.

**Exercise 6.** Look at Ms. Filchard's activities yesterday from her appointment book and write full sentences using the cues. Use the past continuous tense.

8:00 – 9:00 drive to work

9:00 – 9:30 check the assembly lines

- 9:30 – 10:30 discuss a problem
- 10:30 – 10:45 take a break
- 10:45 – 12:30 sit in an important meeting
- 12:30 – 1:00 have lunch
- 1:00 – 5:00 design a machine

Example: 8:25/Ms. Filchard: *She was driving to work at 8:25 yesterday morning.*

1. 9:20/Ms. Filchard
2. 10:13/Ms. Filchard and technicians
3. 10:32/Ms. Filchard and Ms. Jones
4. 12:18/Ms. Filchard and other managers
5. 12:46/Ms. Filchard and some colleagues
6. 3:00/Ms. Filchard

### Present perfect – vollendete Gegenwart (Perfekt)

Bildung: regelmäßige Verben:  
Form von „to have“ (have, has) + 1. Verbform + Endung –ed  
I **have** looked

unregelmäßige Verben:  
Form von “to have” + 3. Verbform  
He **has** gone.

- Verwendung: Das present perfect wird verwendet
- bei Vorgängen, die in der Vergangenheit angefangen haben, aber bis in die Gegenwart reichen  
I **have known** him **for** two years-
  - für Vorgänge, die gerade erst abgeschlossen sind  
I **have just opened** the window.
  - für Vorgänge, die in der Vergangenheit angefangen haben, deren Auswirkungen jedoch bis in die Gegenwart reichen.  
Prices **have gone** up.
  - um auszudrücken, dass etwas einmal, mehrmals oder niemals vor dem Zeitpunkt des Sprechens geschehen ist. Es darf jedoch keine Zeitangabe der Vergangenheit stehen.
- Signalwörter: just, already since, for, till now, up to now, so far, not...yet, ever, never  
I **have never seen** Big Ben.

**Exercise 7.** How have inventions changed our world? Fill in the blanks using *have/has* and the verbs in parentheses. Use the present perfect tense.

*Example:* How have computers transformed (transform) people’s lives?

1. How often \_\_\_\_\_ you \_\_\_\_\_ (look) at a machine, such as a jumbo jet, a computer games console, or even a dentist’s drill, and \_\_\_\_\_ (think) about how it works?
2. \_\_\_\_\_ you ever \_\_\_\_\_ (wonder) who invented a particular machine, and who designed all its parts?

3. How \_\_\_\_\_ cars \_\_\_\_\_ (develop) into the machines they are today?
4. How \_\_\_\_\_ machines \_\_\_\_\_ (spread) around the world?
5. What effects \_\_\_\_\_ machines \_\_\_\_\_ (have) on society and the environment?
6. How \_\_\_\_\_ people \_\_\_\_\_ (improve) on existing inventions?
7. How \_\_\_\_\_ inventions \_\_\_\_\_ (form) today's world?
8. How \_\_\_\_\_ the Internet \_\_\_\_\_ (open) new ways of communicating ideas?

**Exercise 8.** You are writing an email to a former colleague. In the email you give him the latest company news. Use the words given to write sentences. Use the present perfect tense.

Dear Tom,

*Example:* a lot / happen / recently: *A lot has happened recently.*

1. I / have / a lot to do.
2. Sam Smith / quit.
3. many technicians / apply / for his job.
4. Sarah / read / all the applications.
5. Sarah and I / interview / the candidates.
6. we / not offer / the job to anyone yet.
7. What / you / be / up to?

Yours,

Tom

**Exercise 9.** Complete the dialogue between Ms. Long and her secretary using the verbs in parentheses and just, already, yet.

Example: Secretary: Can I get you something to drink?

Ms. Long: No, thanks. I *have just had* some coffee. (just / had)

Ms. Jones: There's an important email in your inbox.

Secretary: I know. I \_\_\_\_\_ it. (1) (already / see)

Ms. Jones: \_\_\_\_\_ Tom \_\_\_\_\_ ? (2) (arrive / yet)

Secretary: I'm sorry, he was here a few minutes ago, but he \_\_\_\_\_ again. (3) (just / go)

Ms. Jones: \_\_\_\_\_ you \_\_\_\_\_ the memos \_\_\_\_\_ ? (4) (type / yet)

Secretary: Yes, I \_\_\_\_\_ them. (already / complete)

Ms. Jones: \_\_\_\_\_ you \_\_\_\_\_ Mr. Delmore \_\_\_\_\_ ? (5) (talk / yet)

Secretary: No, I \_\_\_\_\_ him \_\_\_\_\_. (6) (not call / yet)

**Exercise 10.** Tom is interviewing a candidate. Make up questions and answers using ever and never.

*Example:*

work for an international company? *Have you ever worked for a large company?*

*No, I've never worked for a large company.*

1. take care of difficult customers \_\_\_\_\_  
No, \_\_\_\_\_
2. deal with people from other countries \_\_\_\_\_  
No, \_\_\_\_\_
3. lead a team of technicians \_\_\_\_\_  
No, \_\_\_\_\_
4. speak on the phone in English \_\_\_\_\_  
No, \_\_\_\_\_
5. work or study in another country \_\_\_\_\_  
No, \_\_\_\_\_

## **Answer key**

### **Exercise 1**

1. was ... was
2. determined
3. chose
4. asked
5. told
6. prepared ... sent
7. met
8. began
9. outlined
10. gave
11. listened
12. talked
13. didn't agree
14. decided
15. moved
16. wasn't
17. argued ... didn't get
18. interrupted
19. fell
20. threw
21. didn't resolve
22. was ... lasted
23. left ... went ... bought

### **Exercise 2**

1. What was the first vehicle with wheels?
2. When did people start using carriages?
3. What sort of vehicle did pioneers use to travel west?
4. Who invented the bicycle?
5. How did a steam-powered automobile work?
6. What was the Model T?
7. Who was Henry Ford?
8. What were early buses like?
9. When did people start using trains?
10. How fast were the first trains?

### **Exercise 3**

1. How long did you stay?
2. When did you arrive?
3. Did you go with another colleague?
4. Why did you take your trip?
5. Who did you meet? or: Who met you?
6. Was it a good trip?
7. What was the weather like?
8. Did you enjoy your time there?
9. What did you do in your leisure time?
10. When did you come back?

**Exercise 4**

1. travelled / traveled (U.S.)
2. spent
3. flew
4. came back
5. accompanied
6. were
7. inspected
8. examined
9. met
10. didn't see
11. wasn't
12. didn't tell
13. snowed
14. was
15. didn't have
16. watched
17. didn't go
18. returned

**Exercise 5**

1. made
2. relied
3. knew
4. didn't know
5. tried
6. worked
7. wasn't
8. took
9. invented
10. could
11. built
12. began
13. designed

**Exercise 6**

1. She was checking the assembly lines at 9:20 yesterday morning.
2. She and the technicians were discussing a problem at 10:13 yesterday morning.
3. She and Ms. Jones were taking a break at 10:32 yesterday morning.
4. She and other managers were sitting in an important meeting at 12:18 yesterday afternoon.
5. She and some colleagues were having lunch at 12:46 yesterday afternoon.
6. She was designing a machine at 3:00 yesterday afternoon.

**Exercise 7**

1. have ... looked ... (have) thought
2. Have ... wondered
3. have ... developed
4. have ... spread
5. have ... had
6. have ... improved
7. have ... formed

8. has ... opened

### **Exercise 8**

1. I have had a lot to do.
2. Sam Smith has quit.
3. Many technicians have applied for his job.
4. Sarah has read all the applications.
5. Sarah and I have interviewed the candidates.
6. We haven't offered the job to anyone yet.
7. What have you been up to?

### **Exercise 9**

1. have already seen
2. Has ... arrived yet
3. has just gone
4. Have ... typed ...yet
5. have already completed
6. Have ... talked ... yet
7. haven't called ...yet

### **Exercise 10**

1. Have you ever taken care of difficult customers? / I've never taken care of difficult customers.
2. Have you ever dealt with people from other countries? / I've never dealt with people from other countries
3. Have you ever lead a team of technicians? / I've never lead a team of technicians.
4. Have you ever spoken on the phone in English? / I've never spoken on the phone in English.
5. Have you ever worked or studied in another country? / I've never worked or studied in another country.