

业务英语BEC写作指导:范例谈过去的事的练习 PDF转换可能丢失图片或格式，建议阅读原文

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Exercise A : Fill the brackets in these sentences with a suitable verb from the list , as in this example : She (s trying) to get through to head office all morning. go , have , make , open , post , receive , search , send , start , stop , use , visit , work

1. Our company () computers in its offices now for a long time.
2. Were very busy today. The phone () hardly () ringing since I arrived in the office this morning.
3. () you () Madrid before ? Yes , I () there last year on business.
4. In 1986 our enterprise () a factory in South America.
5. I () working here when I left school.
6. Is your secretary still looking for the file ? Yes , she () for it for the past twenty minutes.
7. Im sorry to keep you waiting. I () a phone call to Paris.
8. While you () lunch , Mr Casagrande phoned.
9. We () the letter to our parent company a week ago , but we () a reply yet.
10. His firm () him to their New York office and he () there ever since.

Exercise B : Work in groups of three or four. Find out about your partners past : place of birth , schools attended , where they lived , jobs etc. What they did before starting their present job or starting college. What they have been doing until this moment in time.

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