

ENGLISH FOR IT / PRESENT & PAST TENSES

1. Past Simple or Past Continuous

decide	read	try	blow	be 2x	look	hear	shine	notice
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Last night I (1)_____ an interesting book when I (2)_____ a strange noise. I (3)_____ out my window. The moon (4)_____ brightly and a gentle breeze (5)_____. Then I (6)_____ a small kitten that (7)_____ to get inside my house. It (8)_____ so cute I (9) to keep it! It (10)_____ the best decision in my life!

2. Present Simple, Present Continuous, Past Simple or Past Continuous

Dear Mr. Adams,

I (1)_____ (write) this letter to inform you that last week the University (2) _____ (receive) your application and (3)_____ (check) all the enclosed files. While we (4)_____ (go) through your files and (5)_____ (make) sure everything was in order, we (6)_____ (realise) the copy of your diploma (7)_____ (not be) there. So now, I (8)_____ (use) this opportunity to ask you to send us the necessary file before the deadline. As you know, the application deadline for our potential students (9)_____ (be) the end of this month. Most applicants usually (10)_____ (send) any additional files via emails so there is no need to send the physical copy of your diploma via post.

Kind regards,

Alan Green

KEY 1:

1 was reading

2 heard

3 looked

4 was shining

5 was blowing

6 noticed

7 was trying

8 was

9 decided

10 was

KEY 2:

1 am writing

2 received

3 checked

4 were going

5 (were) making

6 realised

7 wasn't there

8 am using

9 is

10 send