

Use the correct form of the **past** to complete the story.

- Past simple
- Past continuous (was/were + ing)
- Past Perfect (had + past participle)

I remember when I 1.**was working**.....(work) at my previous job, I needed to overcome some significant challenges, but there is one that is more memorable than the rest. I 2. ...**had received**...(receive) a promotion a few weeks before and I 3.....**learned**....(learn) how to handle my new responsibilities. I 4. ...**managed**...(manage) a small team of employees who 5.**had been**....(be) my co-workers just a few weeks before. I 6. ...**knew**....(know) some of them were also interested in getting promoted and 7.**felt**.....(feel) jealous of me because some of them 8.**had been working/ were working**.....(work) at the company longer than I had. I 9. ...**wanted**..... (want) to gain their trust and respect. I decided it would be important to be patient, fair, and humble. After a few weeks, I 10.**felt**.....(feel) nervous about my plan, when I 11 **Had received**(receive) an email from one of my employees. It said "Thank you for being such a great leader. You definitely 12. ...**deserved**.....(deserve) the promotion."

Extracts from a presentation

Part 1

I'd like to start by welcoming you all here today. My name is Petra Schmidt and I'm the Marketing Manager for Green World drinks. The purpose of this presentation today is to bring you up to date with our latest products and with the latest developments in our company.

So, let me begin by giving you an outline of my talk today. First of all, I'll give you a brief account of the history of Green World drinks. Then I'll run through our current product range and describe all the exciting products we can offer your customers. After that I'll give you a brief description of some of the new products we are launching next month. Finally, I'll look at the future prospects for the company in an increasingly competitive market. May I invite you to ask any questions at the end of the presentation. Thank you. Right. Let's start by looking at the history of Green World drinks. As you can see on this diagram, the company was founded in 1994 by two brothers who had the idea of producing 100% organic soft drinks. They started with just one product, Green World soda, and just one small room to produce it in! ...

...and that brings me to the end of this part of my presentation. I hope you now have a clear picture of how Green World began and its position in the market.

Part 2

So, to move on to the current product range. At the moment we have 15 different Green World products. These range from the original organic soda drink to the highly successful organic fruit juices made from local seasonal fruits. We believe that these have been particularly popular because they go against the modern trend of importing exotic fruits from around the world at great expense and also at a great cost to the environment. We use seasonal fruits such as cherries and apricots in our drinks and the sales figures show just how popular these are ...

... Right. That's our current product range. Now let me move on to the new products we are launching next month. If you look at this chart, you will see that there are seven new drinks in total and we are confident that each one will be a great success. So, let's look at them in detail. First of all,

... Good. I hope you now have a clear idea of the kind of products we are introducing this year. Now I'm going to turn to the future prospects of the company and how I believe it is going to perform in the face of some very strong competition in this sector...

... Ok then. To sum up. Green World is now a well established player in the soft drinks market in this country, focusing on organic drinks using local produce. We face strong competition in the soft drinks market overall but we feel we are in a strong position with our highly specialized products. Our plan to move into the export market should ensure that the company continues to grow in the coming years.

That brings me to the end of my presentation today. Now, if there are any questions...

Read the presentation by the Marketing Manager of a soft drinks company and do these short tasks:

Refer to the speaker's introduction and put these into the correct order:

- 1 the current product range (2)
- 2 the future prospects for the company (4)
- 3 the history of the company (1)
- 4 questions (5)
- 5 new products (3)

Refer to the introduction again and put these expressions into the correct order:

- 1 after that (3)
- 2 finally (4)
- 3 first of all (1)
- 4 then (2)

Refer to the first part of the presentation and complete these sentences using the exact words the speaker uses:

- 1 I'd like to ... **start**..... by**welcoming**..... you here today.
- 2 The**purpose**.....of this presentation is to ...**bring you up to date with**....
- 3 Let me**begin**.....by giving you an**outline**..... of my talk today.
- 4 Right**let's**..... start**by**..... looking at the history ...

Refer to the second part of the presentation and complete these sentences using the exact words the speaker uses:

- 1 So, to**move on**.....to the current product range.
- 2 Now**let**.....me move on to the new products ... **we're launching next month**...
- 3 Now I'm going to**turn**..... to the future prospects of the company ...

Refer to the second part of the presentation again and complete these sentences using the exact words the speaker uses:

- 1 OK then. To**sum**.....up, Green World is now a ...**well established player**...
- 2 That**brings**.....me to the**end**.....of my presentation today.