

**WELCOME TO THE  
SEPTEMBER 2024  
OPEN BASIC WORKSHOP**

**TALKING ABOUT  
PAST TASKS AND ACTIONS**

# Objectives

- Talk about what you did (or didn't) do in the past.
- Explain when you did something
- Ask questions about what other people did in the past



# FORMING POSITIVE AND NEGATIVE STATEMENTS

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To talk about completed actions in the past, we use the **past simple** tense:

- I **organized** a training session for new staff.
- I **didn't finish** my report.



# FORMING THE PAST SIMPLE – REGULAR VERBS

With 'regular' verbs, to form the past simple we simply add **-ed** to the end of the verb.

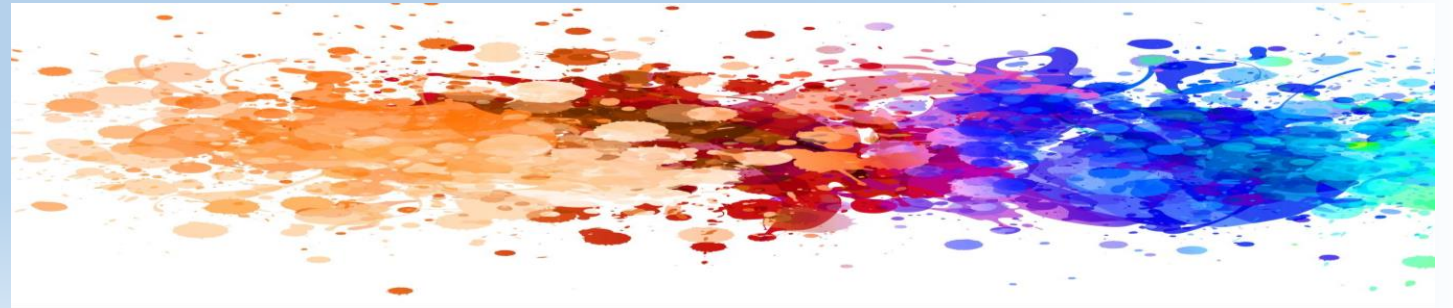
- |          |   |          |           |   |          |
|----------|---|----------|-----------|---|----------|
| • work   | → | worked   | • check   | → | checked  |
| • start  | → | started  | • finish  | → | finished |
| • design | → | designed | • prepare | → | prepared |

## EXAMPLE SENTENCES:

I **worked** hard today.

I **started** work at 8:30.

I **prepared** my report.



# FORMING THE PAST SIMPLE – IRREGULAR VERBS

English, though, has many *irregular* verbs which do NOT use the -ed ending. Here are some common examples:

• eat	→	<i>ate</i>	• leave	→	<i>left</i>
• come	→	<i>came</i>	• make	→	<i>made</i>
• give	→	<i>gave</i>	• meet	→	<i>met</i>
• go	→	<i>went</i>	• take	→	<i>took</i>
• have	→	<i>had</i>	• write	→	<i>wrote</i>

## EXAMPLE SENTENCES:

I *ate* lunch in the cafeteria.

I *went* home at 5:15.

I *met* my colleagues, and we *wrote* a report together.



# THE PAST SIMPLE – **NEGATIVE FORM**

Sometimes, we need to talk about tasks or actions that didn't happen.

To do this, we use '**didn't**' plus the **base form** of the verb:

## EXAMPLE SENTENCES:

I **didn't eat** lunch in the cafeteria.

I **didn't go** home at 5:15.

I **didn't meet** my colleagues, and we **didn't write** a report together.

# EXPLAINING WHEN YOU DID SOMETHING

- ★ To explain *when* we did something, we can use words such as 'yesterday', or 'last ... (week, month, year)'.
- ★ We can also use 'in' for months and years (in February, in 2021), 'on' for days (on Monday), and 'at' for time (at 8:30).
- ★ If you are talking about tasks or actions that you completed earlier that same day, you can use 'this morning' or 'this afternoon'.
- ★ We can also use words like 'first' 'then' 'before' and 'after that' to put tasks in an order.

## EXAMPLE SENTENCES:

- Yesterday, I checked my emails and then I wrote a report.
- Last week, I worked in the lab on Monday and Tuesday.
- This morning, I checked my schedule for the week and after that I met my colleagues.
- I had a cup of tea before I started work at 8:30. I had lunch at 11:45 and I went home at about 5:15.



# FORMING QUESTIONS

When we need to ask questions, we can use 'did'.

- **Did** you **work** on the weekend?
- **Did** you **finish** your report?
- What **did** you **do** last week?
- What time **did** you **start** work this morning?
- Where **did** you **work** before you joined Micron?
- How often **did** you **check** your emails yesterday?

## EXAMPLE ANSWERS

*(No, I didn't.)*

*(Yes, I did.)*

*(I worked in the Clean Room.)*

*(I started work at 8:30.)*

*(I worked for Toshiba.)*

*(I checked them at least 10 times!)*



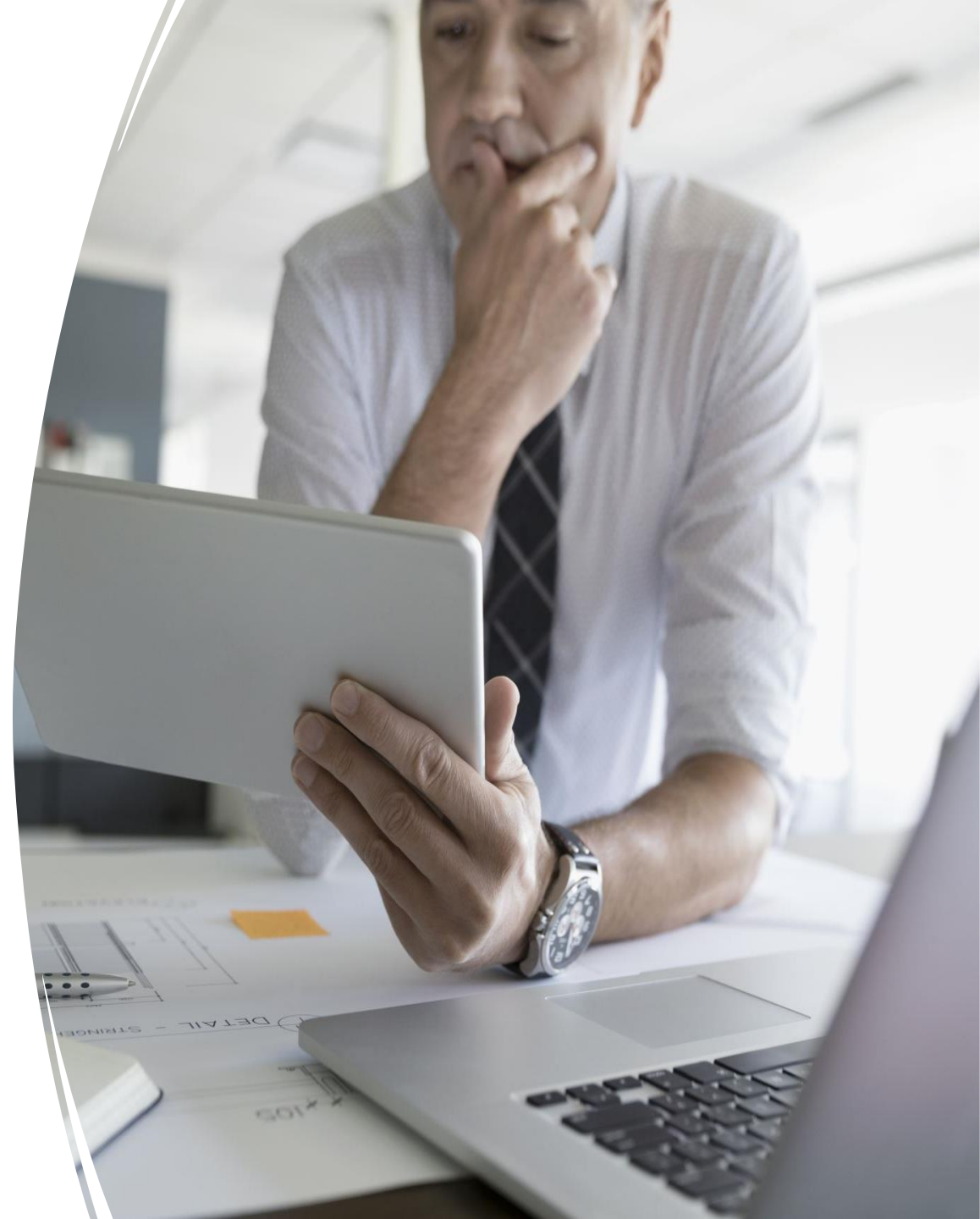
# USING THE PAST SIMPLE – EXAMPLE 1


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## Software Engineer

**Yesterday**, I **arrived** at my desk **at about 8:20**. **First**, I **checked** my emails and my daily schedule. **Then** I **had** a meeting with my colleagues, and we **discussed** our task priorities. **After that**, I **started** my work. **In the morning**, I **worked** with a product manager and **designed** a new software program.

I **had** lunch **at around 11:45** and, **in the afternoon**, I **wrote** code and **helped** build, test and debug software programs. I **tried** to finish all my daily tasks **before** I **checked** my emails again **at about 4:30** and I **went** home **at around 5:15**.





# DESCRIBING ROUTINES – EXAMPLE 2

## People Services Manager

**This morning**, I **started** work **at 8:30**. I **made** myself a cup of coffee and **then** I **checked** my emails and messages. **After that**, I **developed** a training program for new college graduates.

I **had** lunch **at 11:45** and, **in the afternoon**, I **helped** to resolve a workplace dispute. I **finished** my work on time, and I **left** my office **at about 5:30**.

**IT'S TIME  
FOR A  
QUIZ!**





WORKSHOP QUIZ Q's 1 and 2

- **Question 1: Choose the correct sentence!**

- **A** On the morning, I had a meeting.
- **B** A meeting I had at the morning,
- **C** A meeting in the morning I had.
- **D** In the morning, I had a meeting.

- **Question 2: Choose the correct sentence!**

- **A** I checked my emails then and I start my working.
- **B** I check my emails and started then work.
- **C** I checked my emails and then I started my work.
- **D** I check my emails and then I starting work.



WORKSHOP QUIZ Q's 3 and 4

- **Question 3: Choose the correct sentence!**

- **A** What did you time start work?
- **B** What time did you start work?
- **C** Did you start work what time?
- **D** Did you what time start work?

- **Question 4: Choose the correct sentence!**

- **A** Work you did in the weekend?
- **B** What did you work in the weekend?
- **C** Did you work on the weekend?
- **D** Where did work you on the weekend?



WORKSHOP QUIZ Q's 5 and 6

- **Question 5: Choose the correct sentence!**

- **A** I started my work in 8:30.
- **B** I started my work then 8:30.
- **C** I started my work at 8:30.
- **D** I started my work on 8:30.

- **Question 6: Choose the correct sentence!**

- **A** I checked my emails again before I went home.
- **B** I check my emails again after went I home.
- **C** I checked my emails again and then before I go home.
- **D** I check my emails again and then after I go home.



# WORKSHOP ACTIVITY 1

Describe what you did at work yesterday in a few simple sentences.

*I started ...*

*I designed ...*

*I helped ...*

*I checked ...*

*I finished ...*

*I wrote ...*

*I went ...*

*I made ...*

*I had ...*

*I ate ...*

*I drank ...*

*I met ...*

*I sent ...*

*I prepared ...*

*I left ...*

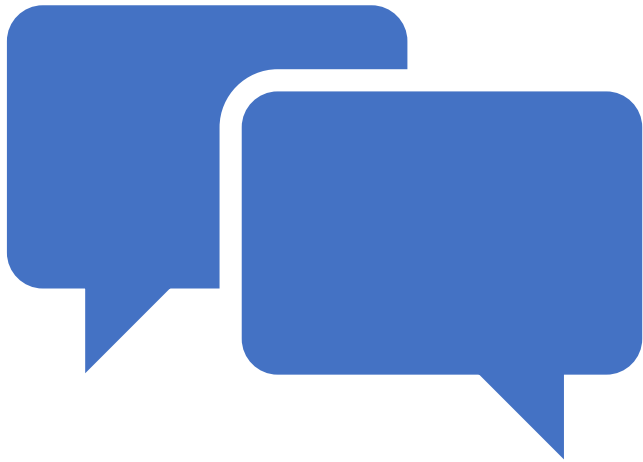
## WORKSHOP ACTIVITY 2

*(If time allows)*

Ask another workshop participant questions  
about what they did at work yesterday.

***What did you ... ?***

***Did you ... ?***



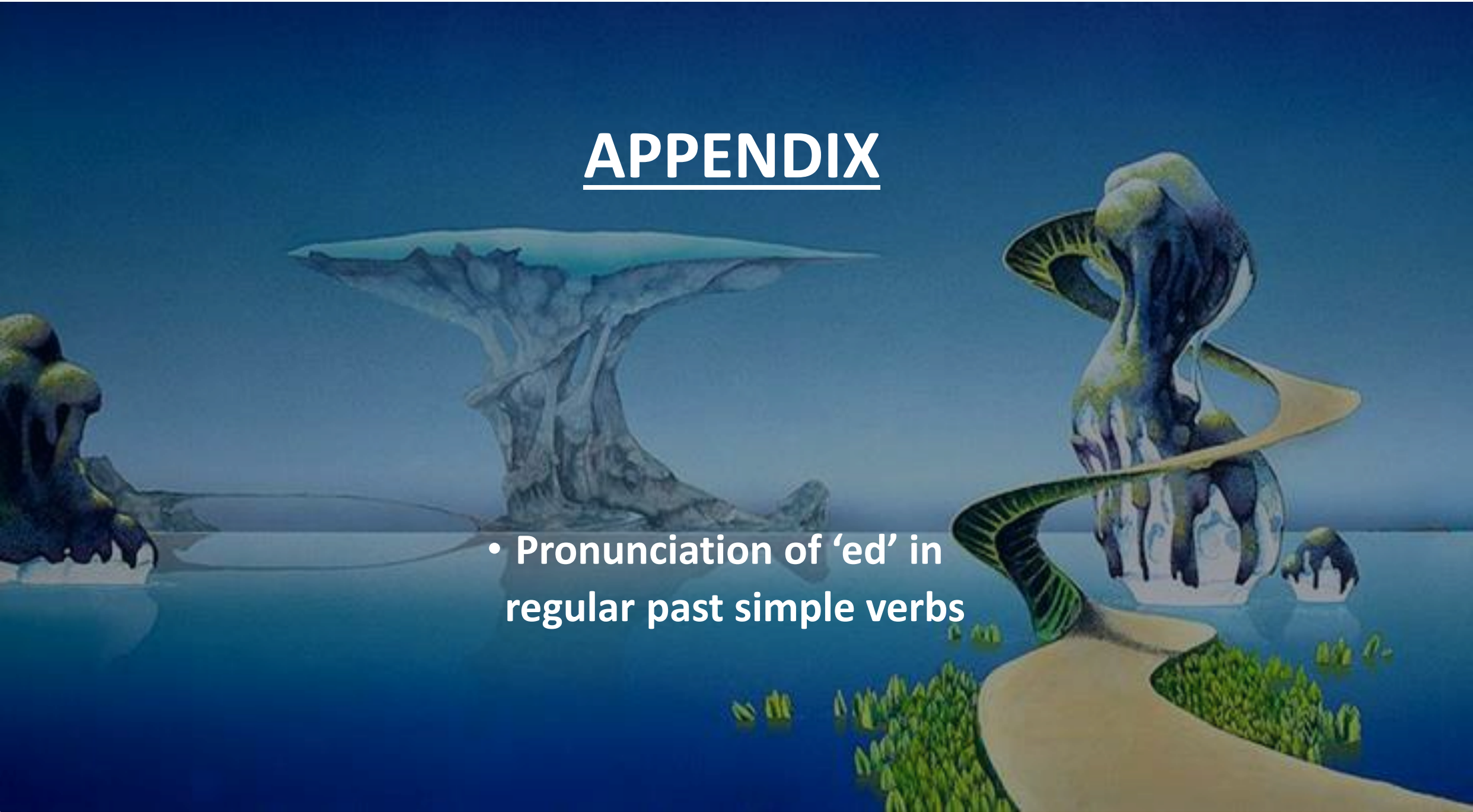


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**THANK YOU!**

# APPENDIX

- Pronunciation of 'ed' in regular past simple verbs



1 - If the verb ends in an unvoiced sound, such as / p /, / f /, / s /, / ʃ /, / tʃ / or / k /,  
the past simple ending is pronounced / t /

*e.g. stopped and washed*

2 - If the verb ends in a voiced sound, such as / b /, / g /, / dʒ /, / l /, / m /, / n /, / r /, / v /, / z /  
or a vowel

the past simple ending is pronounced / d /

*e.g. managed and listened*

3 - If the verb ends with either / t / or / d /, the past simple ending is pronounced / id /

*e.g. wanted and ended*