Instructions: Fill in the blanks with the correct form of the verb,   
using the past simple.

1. Yesterday, I \_\_\_\_\_\_\_\_\_\_ (go) to the office early.
2. She \_\_\_\_\_\_\_\_\_\_ (finish) her project last week.
3. We \_\_\_\_\_\_\_\_\_\_ (have) a meeting about the new marketing strategy   
   on Monday.
4. He \_\_\_\_\_\_\_\_\_\_ (send) the email before lunch.
5. The team \_\_\_\_\_\_\_\_\_\_ (win) the contract after a long negotiation.
6. Last year, our company \_\_\_\_\_\_\_\_\_\_ (expand) into two new markets.
7. I \_\_\_\_\_\_\_\_\_\_ (talk) to the client about their account yesterday.
8. She \_\_\_\_\_\_\_\_\_\_ (leave) the office at 5 PM sharp.
9. The manager \_\_\_\_\_\_\_\_\_\_ (review) all the reports by yesterday evening.
10. They \_\_\_\_\_\_\_\_\_\_ (celebrate) their team’s success with a dinner.
11. I \_\_\_\_\_\_\_\_\_\_ (walk) to work because the weather was so nice.
12. Our boss \_\_\_\_\_\_\_\_\_\_ (announce) the quarterly results in the meeting.
13. He \_\_\_\_\_\_\_\_\_\_ (make) a lot of useful suggestions during the brainstorming session.
14. Last month, she \_\_\_\_\_\_\_\_\_\_ (visit) the new branch for the first time.
15. We \_\_\_\_\_\_\_\_\_\_ (choose) a new team leader last Friday.