

Complete the sentences with the correct form of the verb in **Past Perfect**:

1. Before the meeting started, the team _____ their tasks. (complete)
2. She _____ to all the emails before lunchtime. (respond)
3. The manager _____ the report by 10 AM. (finish)
4. They _____ out of coffee, so they decided to order more. (run)
5. He _____ the proposal before the deadline. (submit)
6. I _____ to the client's office before I realized I forgot my presentation. (drive)
7. We _____ the project details before the new intern joined the meeting. (discuss)
8. She _____ her computer off before the power outage occurred. (turn)
9. The HR department _____ all the interviews before the end of the week. (conduct)
10. He _____ all the documents before the system crashed. (back up)

Complete the sentences by choosing either the **Past Perfect or Past Simple** tense:

1. The manager _____ happy because we _____ all the goals. (be, achieve)
2. They _____ the contract before I _____ them. (sign, call)
3. She _____ the office early because she realized she _____ her keys. (leave, forget)
4. The team _____ a celebration after they _____ the project. (have, complete)
5. I _____ him as soon as I _____ the news. (tell, hear)
6. We _____ to start the meeting because the CEO _____ yet. (not be able, arrive)
7. He _____ surprised because he _____ such a comprehensive report. (be, never see)
8. She _____ to her colleague's advice and _____ her approach. (listen, change)