Fill in the blanks with the correct form of the verb,
using the "Past Continuous" and / or "Past simple":

1. Yesterday, while I _____ (work) on a project, my colleague _____ (make) copies of the documents.
2. The team _____ (have) a meeting when the manager _____ (walk) into the room.
3. She _____ (answer) emails when the phone _____ (ring).
4. The interns _____ (organize) files while the employees _____ (attend) a training session.
5. Our manager _____ (review) the presentation while we _____ (prepare) for the client meeting.
6. The manager _____ (attend) a meeting while the team _____ (discuss) potential strategies.
7. I _____ (work) on a presentation when my computer _____ (suddenly crash).
8. The employees _____ (chat) next to the water cooler while the printer _____ (print) important documents.
9. The marketing team _____ (brainstorm) ideas for the new campaign while the designers _____ (create) visual concepts.
10. The receptionist _____ (answer) phone calls while the office manager _____ (review) the monthly reports.