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B2 TENSES ≈ 27 MIN

Past Perfect – *practice on paper*

You can order past events; now reinforce past-before-past with fresh retrospectives and handovers.

> The **past perfect** (had + past participle) marks the earlier of two past events; use the **past simple** for one finished time with no second past anchor.

NAME _____ DATE _____

YOUR BUILD · 1 · SORTING ○ · 2 · FILL-IN ○ · 3 · CORRECT ○ · 4 · WRITE ○

BRICK 1 · SORT BY TIME RELATIONSHIP · APPROX. 4 MIN ●○○

Sort each context. Left: an **earlier completed step** before a past anchor. Right: a **single or later event** in the past simple.

- inventory complete before auditors entered
- lease signed on 14 April
- draft ready by 3 p.m. review
- support call made yesterday
- no client contact before negotiations
- department moved in 2022
- slides ready when Marta opened the meeting
- train departed at 07:10
- security check complete before webinar
- manager ended session at noon

PAST PERFECT: COMPLETED EARLIER	PAST SIMPLE: SINGLE OR LATER EVENT

BRICK 2 · COMPLETE WITH THE RIGHT PAST FORM · APPROX. 6 MIN ●●○

Put the verb in brackets into the **past perfect** or **past simple**. First identify a later past anchor, if there is one.

01 At yesterday's opening, technicians _____ already ___ (test) every microphone.

02 Finance _____ (publish) the figures on Monday.

03 When Mei joined, clients _____ already ___ (receive) the offer.

04 Our courier _____ (collect) samples yesterday at 4 p.m.

05 At yesterday's dispatch, the supplier _____ still ___ (not confirm) quantities.

06 At yesterday's review, analysts _____ already ___ (finish) the forecast.

07 In 2024, Luis _____ (present) the prototype.

08 By 6 p.m., I _____ just ___ (upload) the files.

YOUR BUILD

1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN ●●○

Each sentence contains exactly one mistake with tense, auxiliary, or participle. Underline it and write the complete sentence correctly.

01 Nora had emailed figures last Tuesday.

02 Before the interview, the candidate was already arrived.

03 By last Friday's deadline, we have completed the form.

04 Engineers had fix the fault before production resumed.

05 He hadn't wrote the summary before the review.

06 Did they had sent invitations before registration closed?

BRICK 4 · WRITE A CLEAR RETROSPECTIVE · APPROX. 8 MIN ●●●

Write your own English sentences for each prompt. Use the **past perfect** only for the earlier step and the **past simple** for the later anchor or one finished time.

01 Retrospective: name the meeting start and two earlier completed tasks.

02 Handover: give the date and one preparation completed by then.

03 Delay: use because for an earlier reason and later consequence.

04 Minimal pair: use yesterday, then a later clock-time boundary.

MINI-CHECK – CAN I DO THIS YET?

- ○ I form past perfect with had + past participle.
- ○ I find a later past anchor before using past perfect.
- ○ With last Tuesday, I choose past simple.
- ○ After after/before, I check whether the sequence is clear.

Unsure? Draw two time points per sentence and try again.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **Past Perfect**: inventory complete before auditors entered
Past perfect: before marks the earlier completion.

02 **Simple Past**: lease signed on 14 April
Past simple: 14 April is finished time.

03 **Past Perfect**: draft ready by 3 p.m. review
Past perfect: by 3 p.m. sets the boundary.

04 **Simple Past**: support call made yesterday
Past simple: yesterday marks finished time.

05 **Past Perfect**: no client contact before negotiations
Past perfect: before negotiations marks the earlier state.

06 **Simple Past**: department moved in 2022
Past simple: 2022 is finished time.

07 **Past Perfect**: slides ready when Marta opened the meeting
Past perfect: when Marta opened sets the later point.

08 **Simple Past**: train departed at 07:10
Past simple: 07:10 dates the event.

09 **Past Perfect**: security check complete before webinar
Past perfect: before webinar marks earlier completion.

10 **Simple Past**: manager ended session at noon
Past simple: at noon dates the event.

BRICK 2 · FILL-IN

01 At yesterday's opening, technicians **had** already **tested** every microphone.
Past perfect: yesterday's opening is the later past anchor.

02 Finance **published** the figures on Monday.
Past simple: Monday is finished time.

03 When Mei joined, clients **had** already **received** the offer.
Past perfect: when Mei joined sets the anchor.

04 Our courier **collected** samples yesterday at 4 p.m.
Past simple: yesterday at 4 p.m. is finished.

05 At yesterday's dispatch, the supplier **had** still **not confirmed** quantities.
Past perfect: yesterday's dispatch is the later past anchor.

06 At yesterday's review, analysts **had** already **finished** the forecast.
Past perfect: yesterday's review is the later past anchor.

07 In 2024, Luis **presented** the prototype.
Past simple: 2024 is finished time.

08 By 6 p.m., I **had** just **uploaded** the files.
Past perfect: by 6 p.m. sets the boundary.

BRICK 3 · CORRECT

01 Nora **emailed** figures last Tuesday.
Past simple: last Tuesday is finished time.

02 Before the interview, the candidate **had already arrived**.
Auxiliary rule: past perfect uses had, not was.

03 By last Friday's deadline, we **had completed** the form.
Past perfect: last Friday makes the deadline past.

04 Engineers had **fixed** the fault before production resumed.
Participle rule: had takes fixed.

05 He hadn't **written** the summary before the review.
Participle rule: hadn't takes written.

06 **Had** they sent invitations before registration closed?
Question rule: use had first, not did.

BRICK 4 · WRITE

Answers vary; each past perfect needs a later past anchor.

01 "When the review began, we **had checked** totals and **had prepared** options."
Past perfect: both tasks precede the review.

02 "I **transferred** ownership Friday; earlier, I **had documented** open issues."
Contrast: past-simple date, past-perfect preparation.

03 "Because the courier **hadn't collected** the parcel, storage **kept** it."
Past perfect: because gives the earlier reason.

04 "Eva **sent** one invoice yesterday. By 2 p.m., she **had sent** three."
Contrast: yesterday = past simple; by 2 = past perfect.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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