+49 511 4739339
james@englisch-lehrer.com · www.englisch-lehrer.com

A1 · SIGNAL WORDS · ≈ 27 MIN

Signal Words: Past Simple — *practice on paper*

You have built the lesson — now lock in the routine, brick by brick: time word first, tense second.

> If the sentence names a **finished time**, the tense is decided: **past simple**, not present perfect.

NAME _____ DATE _____

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

BRICK 1 · SORT THE TIME EXPRESSIONS · APPROX. 4 MIN ●○○

Ask one question for each expression: is this time over? If yes, it goes in the left column. If it leaves the time open and reaches up to now, it goes on the right.

yesterday · since March · two weeks ago · so far · last month · ever · in 2019 · yet · last night · already · when I was a trainee · never

FINISHED → PAST SIMPLE	OPEN → PRESENT PERFECT

BRICK 2 · PUT THE VERB IN THE RIGHT FORM · APPROX. 6 MIN ●●○

Find the time expression first, then put the verb in brackets into the right form. Careful after **did** and **didn't**: use the base form there.

01 The client _____ our offer last month. (accept)

02 I _____ the invoice to accounting two days ago. (send)

03 Our team _____ the new price list in 2019. (publish)

04 Did you _____ the meeting notes last night? (check)

05 I didn't _____ the contract yesterday. (sign)

06 The supplier _____ us about the delay three hours ago. (call)

07 When I _____ new in the team, I read every contract twice. (be)

08 The finance team _____ our travel costs last week. (approve)

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

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

Each sentence hides exactly one mistake with the signal word or the verb form. Underline it and write the whole sentence correctly.

01 I have finished the invoice last Friday.

02 We met the supplier before three months.

03 The client called ago ten minutes.

04 Did you sent the price list to the new customer?

05 I sended the meeting notes to the whole team.

06 In the last week I visited two clients in Berlin.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN

Write one sentence from your own working day for each prompt. Then check every verb: does it match the time expression?

01 Yesterday at the office: "Yesterday I …"

02 Count back: one sentence with "… ago" about a call or an email.

03 Last week: "Last week we …" about a meeting or an offer.

04 Ask a colleague: a did-question with "last night" or "yesterday".

MINI-CHECK – CAN I DO THIS YET?

- [ ] I look for the time expression first and choose the tense only after that.
- [ ] Next to "yesterday", "ago", "last week" or "in 1998" I never write "have" or "has".
- [ ] "Ago" follows the time phrase: "two weeks ago", not "before two weeks".
- [ ] After "did" and "didn't" I use the base form: "Did you send it?"

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

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 yesterday → **Simple Past**
A named day that is over.

02 since March → **Present Perfect**
"Since" leaves the period open up to now.

03 two weeks ago → **Simple Past**
"Ago" counts back to a finished point.

04 so far → **Present Perfect**
The period still runs up to now.

05 last month → **Simple Past**
A closed period on the calendar.

06 ever → **Present Perfect**
Names no time; it asks about experience.

07 in 2019 → **Simple Past**
A closed year on the calendar.

08 yet → **Present Perfect**
The matter is still open up to now.

09 last night → **Simple Past**
The evening is over — finished time.

10 already → **Present Perfect**
It links the event to the present moment.

11 when I was a trainee → **Simple Past**
A stage of life that has ended.

12 never → **Present Perfect**
An open record up to today, no fixed time.

BRICK 2 · FILL-IN

01 **accepted**
"Last month" is finished; regular verb takes -ed.

02 **sent**
"Ago" forces the past simple; "send" is irregular.

03 **published**
"In 2019" names a closed year.

04 **check**
After "did" only the auxiliary carries the past.

05 **sign**
After "didn't" the base form stays too.

06 **called**
"Three hours ago" is a finished point.

07 **was**
"When I was…" names a closed stage.

08 **approved**
"Last week" is over — past simple with -ed.

BRICK 3 · CORRECT

01 I **finished** the invoice last Friday.
Spoken German tells this with the Perfekt, but in English "last Friday" blocks the present perfect.

02 We met the supplier three months **ago**.
"Vor drei Monaten" never becomes "before three months" — English counts back with "ago".

03 The client called **ten minutes ago**.
"Ago" follows the time phrase, never precedes it.

04 Did you **send** the price list to the new customer?
The past is marked once only — in "did".

05 I **sent** the meeting notes to the whole team.
"Send" is irregular; there is no -ed form.

06 **Last week** I visited two clients in Berlin.
English puts neither article nor preposition before "last".

BRICK 4 · WRITE

Your sentences may differ — just check that every verb matches the time expression in the sentence.

01 "Yesterday I **wrote** the minutes for our team meeting."
"Yesterday" is finished time — past simple.

02 "I **called** the client two hours ago."
Time phrase first, then "ago".

03 "Last week we **prepared** a new offer."
"Last week" without an article, verb in the past simple.

04 "**Did** you read my email yesterday?"
In a question "did" carries the past.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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Signal Words: Present Perfect
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Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN
Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES
englisch-lehrer.com/online
worldwide on Zoom

CONTACT
+49 511 4739339
james@englisch-lehrer.com