

Complete this sales rep report. Use the past simple of the verbs in brackets.

## Report on sales trip – South Korea

Last December, I visited<sup>1</sup> (visit) our major customers from big department stores in South Korea.

I .....<sup>2</sup> (arrive) in Seoul on Monday 5th December. The next day,  
I .....<sup>3</sup> (meet) Mrs Kyoung Ai Lee in Seoul. On 7th December,  
I .....<sup>4</sup> (make) a presentation to Mrs Lee's sales staff on our  
products and .....<sup>5</sup> (advise) them how to display them.

The following day, I .....<sup>6</sup> (go) to Busan, and our agent .....<sup>7</sup>  
(introduce) me to Mrs Ha, the chief buyer of a new department store in  
the city. She .....<sup>8</sup> (ask) me to send her 500 brochures. I .....<sup>9</sup>  
(give) her some samples of our products.

I .....<sup>10</sup> (fly) back to head office in Paris on 9th December.