

Read Jhon's diary and then complete the report using the past simple tense.

6 MARCH	7 MARCH
Thursday	Friday
am fly to Edinburgh	am drive to Glasgow
have lunch with Scottish sales team	meet architect - look at new office plans
pm visit two factories	pm go to see new office building
discuss last series of adverts with marketing manager (not keen on them)	invite architect to dinner (not free)
	catch overnight train to London

Report: Visit to Scotland

Date: 6 & 7 March

Name: John Hutchings

I (1) flew to Edinburgh on Thursday morning and (2) lunch with the Scottish sales team. Then I (3) our two factories there and (4) our last series of adverts with the marketing manager. He (5) keen on them, unfortunately.

On Friday morning I (6) to Glasgow and (7) the architect. We (8) at the new office plans and in the afternoon we (9) to see the new office building. I (10) the architect to dinner, but he (11) free. I (12) the overnight train back to London.