

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

Report on sales trip – South Korea

Last December, I visited¹ (visit) our major customers from big department stores in South Korea.

I² (arrive) in Seoul on Monday 5th December. The next day, I³ (meet) Mrs Kyoung Ai Lee in Seoul. On 7th December, I⁴ (make) a presentation to Mrs Lee's sales staff on our products and⁵ (advise) them how to display them.

The following day, I⁶ (go) to Busan, and our agent⁷ (introduce) me to Mrs Ha, the chief buyer of a new department store in the city. She⁸ (ask) me to send her 500 brochures. I⁹ (give) her some samples of our products.

I¹⁰ (fly) back to head office in Paris on 9th December.