

## Summary of last year

We <sup>1</sup> didn't have (not have) any problems in our retail business and we <sup>2</sup> \_\_\_\_\_ (make) good progress.

We:

- <sup>3</sup> \_\_\_\_\_ (hit) our sales targets.
- <sup>4</sup> \_\_\_\_\_ (buy) new equipment and made production faster.
- <sup>5</sup> \_\_\_\_\_ (win) new customers in some areas.
- <sup>6</sup> \_\_\_\_\_ (not spend) too much money. We were €150,000 under budget.

What we need to do next.

We:

- <sup>7</sup> \_\_\_\_\_ (not build) any new business relationships in new markets. We need to build more next year, especially in South America. We have plans for the sales team to visit new customers very soon.
- <sup>8</sup> \_\_\_\_\_ (not grow) our sales profit in China. This is a key market for us, and we want to continue to grow here.