

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

6 MARCH

Thursday

am fly to Edinburgh
have lunch with Scottish sales team
pm visit two factories
discuss last series of adverts with
marketing manager (not keen on them)

7 MARCH

Friday

am drive to Glasgow
meet architect - look at new office plans
pm go to see new office building
invite architect to dinner (not free)
catch overnight train to London

Report: Visit to Scotland

Date: 6 & 7 March

Name: John Hutchings

I (1) 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.