

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

Report on sales trip – South Korea

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

I _____ (arrive) in Seoul on Monday 5th December.

The next day, I _____ (meet) Mrs Kyoung Ai Lee in Seoul. On 7th December, I _____ (make) a presentation to Mrs Lee's sales staff on our products and _____ (advise) them how to display them.

The following day, I _____ (go) to Busan, and our agent _____ (introduce) me to Mrs Ha, the chief buyer of a new department store in the city. She

_____ (ask) me to send her 500 brochures. I

_____ (give) her some samples of our products.

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



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 **LIVEWORKSHEETS**



Complete the sentences with the correct form of these verbs:

begin *bring* *catch* *come* *drive*
find *go* *know* *leave* *send*

1. I didn't ____ that you ____ on a training course last month.
2. I didn't ____ to work because of the snow. I ____ a bus instead.
3. Why did Emma ____ the company?
4. Did he ____ the report by post or did he ____ it here himself?
5. When did the training course ____ ?
6. Our first manager really ____ how to motivate us, didn't he?
7. I didn't ____ to the staff meeting. I was feeling very ill.
8. This is very useful information. Where did you ____ it?
9. Did you ____ the early morning train?
10. Why didn't Peter ____ into partnership with Koreka Media?