



**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?