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 out 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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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?

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