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

Report on sales trip – South Korea

Last December, I visited [1] (*visit*) our major customers from big department stores in South Korea.

I .....[2] (*arrive*) in Seoul on Monday 5th December. The next day, I .....[3] (*meet*) Mrs Kyoung Ai Lee in Seoul. On 7th December, I .....[4] (*make*) a presentation to Mrs Lee's sales staff on our products and .....[5] (*advise*) them how to display them.

The following day, I .....[6] (*go*) to Busan, and our agent .....[7] (*introduce*) me to Mrs Ha, the chief buyer of a new department store in the city. She .....[8] (*ask*) me to send her 500 brochures. I .....[9] (*give*) her some samples of our products.

I .....[10] (*fly*) back to head office in Paris on 9th December.