

Executive Office Simulation

Final Examination

Section 1

/10

Your boss John Smith has asked you to book his flight and hotel, for his trip from Ontario to Vancouver next week. You have found the following information:

Flight #1196 Air Canada, Departs Toronto, Monday @ 9:00 am, Arrives in Vancouver @ 11:00 am.
 Flight #1354 Air Canada, Departs Vancouver Wednesday @ 12:00 pm, Arrives in Toronto @ 8:00 pm.
 Staying at Times Square Suites Hotel, 1821 Robson Street, Vancouver, British Columbia.
 Meeting on Monday and Tuesday in local branch office, 555 Burrard Street, Vancouver, British Columbia

1. Arrange this data on the lines provided. You will later prepare his full itinerary. (5 marks)

- a. Title of trip and Dates: _____

- b. Day One – Day and Date: _____

- c. Flight Departure Information: _____

- d. Flight Arrival Information: _____

- e. Meetings: _____

- f. Hotel: _____

- g. Day Two – Day and Date: _____

- h. Meetings: _____

- i. Flight Departure Information: _____

- j. Flight Arrival Information: _____

Sample Examinationsection 1

DP Hallahan



Sample Examinationsection 1:

The Enigmatic Realm of **Sample Examinationsection 1**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Sample Examinationsection 1** a literary masterpiece penned with a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of those who partake in its reading experience.

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Sample Examinationsection 1 Introduction

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