

**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

**Patrick Vollmar**



## **Sample Examinationsection 1:**

## Unveiling the Energy of Verbal Art: An Mental Sojourn through **Sample Examinationsection 1**

In a global inundated with displays and the cacophony of instantaneous communication, the profound power and psychological resonance of verbal beauty frequently fade into obscurity, eclipsed by the regular barrage of sound and distractions. Yet, set within the lyrical pages of **Sample Examinationsection 1**, a charming perform of literary beauty that impulses with natural feelings, lies an memorable trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, that enchanting opus manuals readers on an emotional odyssey, gently exposing the latent possible and profound impact embedded within the elaborate internet of language. Within the heart-wrenching expanse of this evocative analysis, we will embark upon an introspective exploration of the book is central themes, dissect their captivating publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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