

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

Tao Wei



Sample Examinationsection 1:

Sample Examinationsection 1 Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sample Examinationsection 1**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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