

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: _____
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