

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 R. Delaney, O. Ray Whittington

Sample Examinationsection 1:

Enjoying the Track of Phrase: An Psychological Symphony within **Sample Examinationsection 1**

In a global eaten by displays and the ceaseless chatter of fast connection, the melodic beauty and psychological symphony produced by the written term frequently fade into the back ground, eclipsed by the persistent noise and disruptions that permeate our lives. However, situated within the pages of **Sample Examinationsection 1** a wonderful literary treasure filled with raw feelings, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, this charming masterpiece conducts viewers on a psychological trip, skillfully unraveling the concealed tunes and profound affect resonating within each cautiously constructed phrase. Within the depths of this emotional review, we can discover the book is key harmonies, analyze its enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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