

ASSESSMENT # 4**Total Marks: 30****1. Give short answers to the following questions:**

- i. Why is business travel becoming more commonplace and important?
- ii. What are the benefits of using a travel agent?
- iii. Explain some of the advantages and disadvantages of business travel by plane.

What is the purpose and value of a vision statement?

2. List the information the PA/secretary needs to gather before making travel agents. Explain why each considering is important.**3. From the perspective of a PA, write a step-by-step plan for organising an international trip for your employer, including the question you'll need to ask along the way.**