

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.
 - iv. 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.