

- 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.**