Business Travel

Professional Communication

Scenario: Your boss is planning a business trip two weeks from this coming Saturday to Aruba. He/she needs you to find some information. Use the internet to gather facts and create an easy to read report that will present these facts on the following topics:

* Cost of airline tickets from Lansing, Michigan
* Rental car costs – mid-size rental sedan for one week
* Hotel accomodations – give several options explaining costs and amenities. This is for one person. Check for business services.
* Restaurants available – Which is best for a business dinner?
* Map of the island – separate page
* The weather forecast
* Cultural/touist attractions
* Something extra you think would be helpful

The first page will contain all the information. Attach a page that contains the map.