

International Business Trip Due:

You are planning a business trip to a foreign country. For this trip, you must leave and return on a Monday. You will be in meetings from 8 am to 3 pm from Tuesday through Friday. In the evening you can visit various spots in your country. Saturday and Sunday you have all day to sightsee and relax. This country must be outside of North America. You need to research the Internet to determine prices (costs) of transportation, hotels, meals, sightseeing and souvenirs, and other incidental costs. You must include the following:

- Cover page with at least your name, the country you are visiting, and the due date. Feel free to add graphics, borders, etc.
- An itinerary – this should be a detailed plan from the time you leave the US to the time you return.
- Information on your country’s business etiquette and customs (at least 10 items). You can find lots of information at <http://www.executiveplanet.com>. Plus Mrs. Krumlinde has some information in the library you can check out.
- Information about your country including capital city, average temperatures, population, languages spoken, currency used, and at least 5 other facts.
- A table with common phrases (please, thank you, Do you speak English?, etc) with the English in one column and the foreign translation in the other. Include at least 15 words or phrases.
- A table or spreadsheet showing the costs of the trip (airfare, hotel, food, etc) in both US dollars and the foreign currency, including a total for the trip. Use <http://www.xe.com/ucc/> or another converter to do the conversion.
- Tips (at least 5) on ways to stay safe when you travel abroad. List the location of the closest US Embassy if there is one. If not, list a place you can go if you have trouble during your visit. Also list if you will need a passport, visa, etc.
- Turn in by the due date organized and stapled together. A report folder would be great but is not required!

Scoring Guide

Criteria	Points
Cover page	5 pts
Itinerary	15 pts
Items needed for travel	10 pts
Business customs	10 pts
Country information	10 pts
Common words/phrases	15 pts
Trip cost	20 pts
Travel tips	5 pts
Turned in by due date	10 pts
Total	100 pts