

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 |