

Task



Plan a business trip and write down a checklist/itinerary of everything you think you will need in the spaces provided below.



We recommend that you allocate at least 30 minutes to this worksheet.



SELF-MARKING

You are not required to return this worksheet.

Travel Information

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| e.g. Passport |
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Business Items

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| e.g. Business Cards |
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Electronic Items

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| e.g. Phone Charger |
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Clothing & Footwear

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| e.g. Shirts |
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Toiletries

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| e.g. Toothpaste |
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Health Items

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| e.g. Medicine |
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Weather Items

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| e.g. Scarf |
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Misc.

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| e.g. Headphones |
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