

Questions 7-9:

Respond to questions using information provided

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seconds to respond to Question 9

Business Trip Schedule for Ellen Cole , April 14

- 5:00 A.M Taxi to JFK International Airport
- 6:30 A.M Departure US Airways Flight 523 from JFK to Ottawa, Canada
- 7:30 A.M Arrive at Ottawa . OCC National Marketing Manager – Stephanie

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- 4:00 P.M Meeting with Joules Pascal, National Finance Director, to discuss the 5 year budget
- 5:00 P.M Taxi back to Ottawa Airport*
- 7:00 P.M US Airways Flight from Ottawa to New York

*A later flight can be arranged for you if you would prefer to have meal before leaving.

Questions 7-9:



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Question 7:

Hi, this is Ellen Cole. I haven't received the itinerary for the business trip on

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Question 9:

I am scheduled to have a meeting with Fredrick in the afternoon, but I'm curious to know what the rest of the schedule for the afternoon will involve.