

# TOURISM AND EVENTS

## What Tasks Could a Student on Placement Do?

- Communicate on the telephone.
- Perform office procedures and process financial transactions.
- Source and provide destination information and advice.
- Access and interpret information.
- Receive and process reservations.
- Prepare quotations.
- Coordinate guests and delegate registrations at venues.
- Provide on-site information and assistance.
- Use business technology and produce simple word-processed documents.

