



# OH! THE PLACES YOU CAN GO!

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Vacation time has arrived! You and one other person (designated by your instructor) are going on a vacation to: \_\_\_\_ (state of your choice) \_\_\_\_ for 7 days. You have a maximum of \$3,000.00 to spend. Select a vacation location (large theme parks such as Disney World, Six Flags, etc. are excluded). You can choose any state in the U.S. except for the above. You cannot spend more than the \$3,000.00. This includes spending money.



# The Task

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You are fired up and ready to go! Now you must make important decisions regarding your vacation.

First, you will find your resources that will help you plan and organize your vacation. Then, you will take the information and compose a title page (including graphics), table of contents, full-block style business letter to your teacher about your vacation, informational flyer, your itinerary for seven days, and a cost table that incorporates all expenses for your trip.

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# Process & Resources

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**Step 1:** You must use at least 4 sources for this project. One must be a book on the state of your destination. You will use your Travel Worksheet to record the information you find on the Web sites. The remaining three sources may be magazines or valid Web sites. Listed below you will find some informative travel Web sites that will aid you in your search for your information:

**Note:** You will have to type in search words, such as the name of your state, in the search box of some of the Web sites.

MapQuest

Expedia

50 States Web site

USA Tourist

Tourism Info

Hotels

State Information

**Step 2:** You will design a cover page for your project. Include the name of your travel project, your names, date, and appropriate graphics.

**Step 3:** You will format a Table of Contents page. (You may use the guidelines on page 139 in your *Century 21* book). You must use dot leader tabs. You will start numbering from your full-block style business letter which will be page one.

**Step 4:** You will compose a one-page business letter beginning with the date to your instructor. Use the following address:

Mrs. Leigh Anne Parks

Business Education Teacher

King's Fork High School

351 King's Fork Road

Suffolk, Virginia 23434

Please provide an appropriate salutation and complimentary closing. You will use full-block style with mixed punctuation.

This business letter should be three paragraphs. The first paragraph will inform your instructor of the state you plan to visit along with some of the sites/ events you plan to see while visiting the state. The second paragraph will include information regarding your mode of transportation, some of the costs you believe you will incur for miscellaneous items (i.e., souvenirs, snacks, miscellaneous fees, etc.) The final paragraph should conclude your letter stating that you will research your state further and will be forwarding me additional information about your vacation.

**Step 5:** You would like to encourage other individuals to visit this place. Create an informational flyer that gives a brief overview of the vacation spot that you chose. This document will be handed out to your friends to promote the vacation. The flyer should include: name of vacation spot, activities or selling points, 1-2 graphics, name, address and telephone number of a travel agent.

**Step 6:** You will create an itinerary for you vacation. Please use pages 243- 250 in your *Century 21* book as a guideline. You may choose one event per day to include in your itinerary.

**Step 7:** You will compose and format a 1 1/2 page unbound report. Please use your handout for formatting guidelines. Two of your paragraphs in this report will include an exploratory summary and an analytical summary.

**Step 8:** You will compose a cost table for all your expenses. Please insert a title for the first row of your table. You will also use a formula to compute the total for each day. In addition, you will insert an average row at the bottom to compute the average for each category (i.e., lodging, meals, etc.). The following is a guideline for your table:

Going West					
	Lodging	Meals	Transportation	Misc. Expenses	Total
Sunday	100.00	50.00	50.00	30.00	
Monday					
AVERAGE					



# Evaluation

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Vacation Worksheet— Quiz Grade

Cover Page, Table of Contents, and Informational Flyer—Test Grade

Table of Contents— Classwork Grade

Business Letter—Classwork Grade

Itinerary—Classwork Grade

Cost Table-Classwork Grade

\*\*Please note that this project is worth a total of 4 classwork grades, 1 test grade, and 1 quiz grade.



# Conclusion

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Most individuals plan out a trip that is conducive to their work schedules and budget. It is extremely important that you plan a trip in advance to ensure you will have the vacation time and financial resources to take the trip. In addition, you need to make sure that you have planned all activities and transportation for your vacation accordingly. The tasks you have accomplished will aid you in planning for your next dream vacation.

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## English

Eng 10.4: The student will read and interpret informational materials.

Eng 10.7: The student will develop a variety of writing, with an emphasis on exposition.

Eng 10.8: The student will edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure, and paragraphing.

Eng 10.11 The student will collect, evaluate, organize, and present information.

## Mathematics

10.11 The student will collect, evaluate, organize, and present information.

COM.1 The student will apply programming techniques and skills to solve practical problems in mathematics arising from consumer, business, other applications in mathematics. Problems will include opportunities for students to analyze data in charts, graphs, and tables and to use their knowledge of equations, formulas, and functions to solve these problems.