Universidad Corporativa Coppel | **Programas Académicos**

Ingeniería en Desarrollo de Software

Activity |2| writing an Itinerary.

Businnes English 2.

Software Development
Engineering.

academiaglobal

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Index

Introduction

A travel itinerary is a document that chronologically describes the activities that will occur during a given trip. It is an important organizational tool that tells you what to do, where to go, and when to do it during your trip.

Having a travel itinerary is beneficial, its main use being the planning of activities, and the optimization of time and budget. It can be divided into sections per day, with a detailed outline of what will be done in each one.

The travel itinerary can be created by the traveler, by a travel agency, by a tourism professional, or by an event organizer.

A good itinerary contains the following points:

• Trip details

• Transport

• Accommodation

• Planned activities

• Budget

• Schedules

• Travel documents

• Emergency contacts

• Climate

• Local customs

• Local transportation

• Flexibility

Description

Context:

Creating an itinerary is a very important aspect of a successful business trip, so all the activities are adequately assembled. An itinerary usually has information such as the hotel name or address of the place you will stay in, the reservation numbers, the meetings times and places, and any other important arrangements like meals.

Activity:

Write down the itinerary of activities you will do during your business trip. The itinerary must contain the names of the places and hours in which each of the activities will take place.

Justification

In the previous job, we proposed a business trip to the company, which was a trip to Mexico City to take an Azure course with the company Netec México.

In this job, the company has authorized us to do it but asks us for a travel itinerary to review the proposal and accept it.

This work is necessary to understand how necessary the itinerary is to make a trip, which will allow us to have many or almost all points of control over the trip and keep unforeseen events to a minimum.

I had never made an itinerary in this way, for which I had to research and see the points under consideration well in advance, such as plane or bus trips, hotels, dates, address of the place where the course would take place.

I hope that the work done meets what was requested, thank you very much teacher for the class and the explanations on the topic.

This work was uploaded to the following GitHub link

https://github.com/CarlosNico/BusinessEnglishII

Development

In my previous job, we asked the company to make a trip to take an Azure course with the company Netec Mexico.

The company authorized us to travel to Mexico City but requested a 5-day itinerary for the trip.

For this reason, we make below an itinerary for the 5-day trip, where we will also go to Expo Tecnologia ICT's and Security Mexico. The course lasts 4 days.

Below is the itinerary of the trip made in the Canvas application.

Travel itinerary

(Mexico City, Mexico — 5 Day Trip)

FLIGHT #: AM 161

HOTEL ADDRESS: Nueva York 154, 03810 Ciudad de México

ARRIVAL: June 23, 2025

DEPARTURE: June 27, 2025

DAY 1	6:00 AM – 10:00 AM	Arrival & hotel Hotel Boutique Dawat WTC check-in
	12:00 PM – 6:00 PM	Visit the Expo Tecnología TIC's y Security Mexico
	8:00 PM	Dinner
DAY 2	7:00 AM – 8:00 AM	Have breakfast
	9:00 AM – 16:00 PM	Azure course at Netec
	8:00 PM	Dinner
DAY 3	7:00 AM – 8:00 AM	Have breakfast
	9:00 AM – 16:00 PM	Azure course at Netec
	17:00 PM – 19:00 PM	Walk through the Plaza de la Constitución
	8:00 PM	Dinner
DAY 4	7:00 AM – 8:00 AM	Have breakfast
	9:00 AM – 16:00 PM	Azure course at Netec
	17:00 PM – 19:00 PM	Walk through Chapultepec forest
	8:00 PM	Dinner
DAY 5	7:00 AM – 8:00 AM	Have breakfast
	9:00 AM – 16:00 PM	Azure course at Netec
	17:00 PM	Check-out from the hotel Hotel Boutique Dawat WTC & go to the airport.

Conclusion

Making a travel itinerary is very important since it will allow us to have the most successful trip possible, control expenses since we will take into consideration the places to visit, where we will stay for one and how many days, and be able to meet the goals to be achieved on said trip without major setbacks.

Some improvisation will be carried out, but the vast majority of the points will be covered to avoid a great source of stress and loss of time.

In my particular case, I had never made an itinerary for work reasons, it was always made by other people where they gave us the entire itinerary, not in the way we did it, but the most important points such as where we were going to go, where we would stay, some expenses for food and transportation.

On personal trips, I have generated itineraries but not in this way, but rather something more basic because they are short trips, but on the occasion that the trips were longer, a hotel example was searched ahead of time, places we were going to visit, etc.

This work was uploaded to the following GitHub link

https://github.com/CarlosNico/BusinessEnglishII

References

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