



### Instructions for participants

- Open the draft document **TOURISM**, save/convert immediately to **TOURISMXXX.DOC** or **DOCX**, where **XXX** is **your** competition ID. Execute all of the following tasks as professional and efficient as possible.
- Use, by preference, a PDF-printer driver (like PDFCreator) so you can display graphic elements outside the margins up to the page borders.

## A

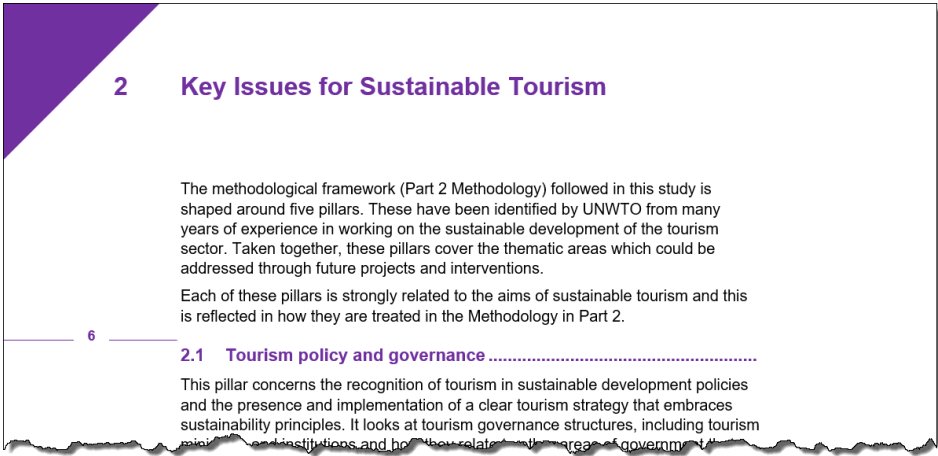
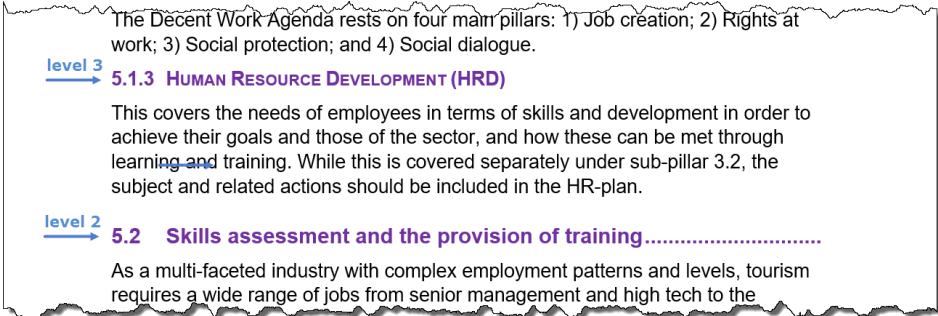
Task  
A-1

Apply the following general margins to your document:

- Left and right: 4 cm
- Top: 2 cm
- Bottom: 1 cm

Points  
16

Paragraphs starting with special signs require special attention. The special signs mark the level of the titles/paragraphs in the hierarchy of the document and do not occur on other places in the document.

starting with 1_	<p><b>Level 1 titles:</b></p> <ul style="list-style-type: none"> <li>▪ start always at the top of a new page.</li> <li>▪ title text in Arial 16 pt bold, purple (RGB: 112 – 48 - 160).</li> <li>▪ title text starts at the left margin.</li> <li>▪ followed by 48 pt free space below the title.</li> <li>▪ title number: juridical numbering, outdented 1,5 cm in the left margin.</li> </ul> 
starting with 2_	<p><b>Titles level 2:</b></p> <ul style="list-style-type: none"> <li>▪ font: Arial 11 pt bold, purple (RGB: 112 – 48 – 160).</li> <li>▪ preceded by 12 pt free space and followed by 5 pt free space.</li> <li>▪ juridical numbering starts at left margin. Title text is 1 cm indented, also the second line in case the title text is longer than one line.</li> </ul>
	
starting with 3_	<p><b>Titles level 3:</b></p> <ul style="list-style-type: none"> <li>▪ font: Arial 10 pt bold, small caps, purple (RGB: 112 – 48 – 160).</li> <li>▪ preceded and followed by 5 pt free space.</li> <li>▪ juridical numbering starts at left margin. Title text is 1 cm indented.</li> </ul>

starting with ***	<p>Paragraphs starting with *** are elements of an enumeration:</p> <ul style="list-style-type: none"> <li>■ enumeration starts with □-symbol in purple color (Wingdings font)</li> <li>■ enumeration text is indented 0,5 cm to left margin.</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>5.1.2 EMPLOYEE RIGHTS AND DECENT WORK</b></p> <p>HR policies and plans should commit to these principles and address how they can be secured across the tourism sector. ILO defines Decent Work as "work that is productive and that delivers:</p> <ul style="list-style-type: none"> <li>□ a fair income</li> <li>□ workplace security and social protection for families</li> <li>□ better prospects for personal development and social integration</li> <li>□ freedom for people to express their concerns, organize and participate in decisions that affect their lives</li> <li>□ equality of opportunity and treatment for all women and men."</li> </ul> <p>The Decent Work Agenda rests on four main pillars: 1) Job creation; 2) Rights at work; 3) Social protection; and 4) Social dialogue.</p> </div>
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Finally delete all indications 1\_, 2\_, 3\_ and \*\*\* at the start of paragraphs.

Task  
A-2

Body text:

- Arial 10 pt
- 5 pt free space between paragraphs
- line space 1,1

Points  
3

Task  
A-3

Display all numbers that refer to a year (always 4 digits, starting with 20) in **bold**.

Points  
5

Task  
A-4

Extend all titles of level 2 with guided dots that end at the right margin.



Points  
6

Task  
A-5

Insert a cover page at the top of your document, followed by a blank page.

Use the figure **COVER.JPG** as cover illustration to cover the whole first page from (about) the top left.

Add the graphic shape as illustrated (27 x 5 cm), starting at 1,5 cm from the top of the page and at the left page edge. Background-color: light purple (RGB: 189 – 146 – 222). No border.

Verticle purple line, 1 ½ pt thick, at about 9,7 cm from left page edge, exactly covering the light purple shape. Color: purple (112 – 48 – 160).

Text left: "Development and Cooperation **Europeaid**"  
(Arial 14 pt, white color, split in 3 lines as illustrated, right aligned)

Text right: "Sustainable Tourism for **Development**"  
(Arial 24 pt, white color, split in 3 lines as illustrated, left aligned)

Position of the text: approximately as illustrated. No exact position.



Points  
8

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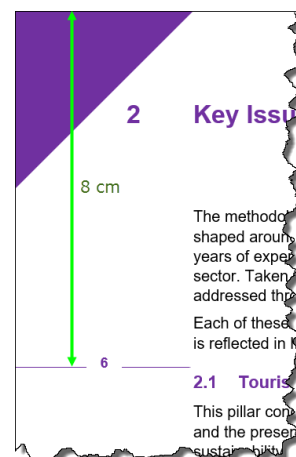


Task  
A-6

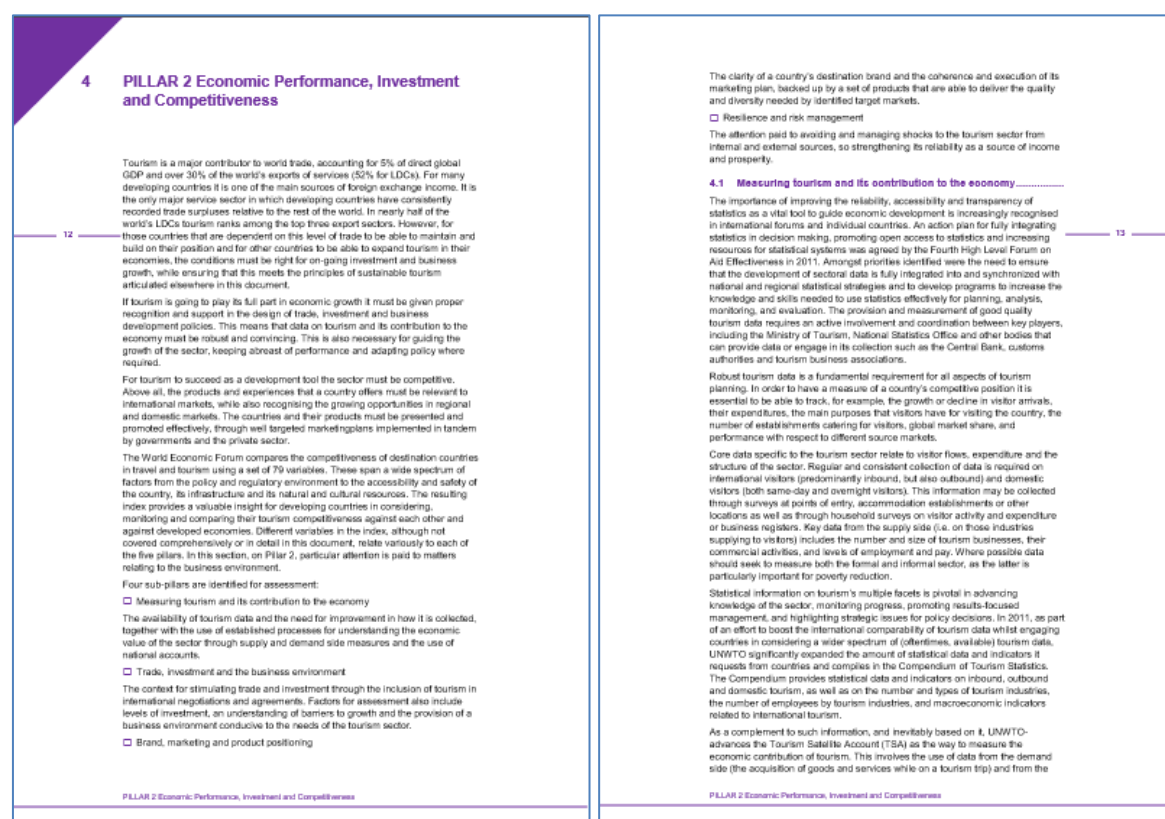
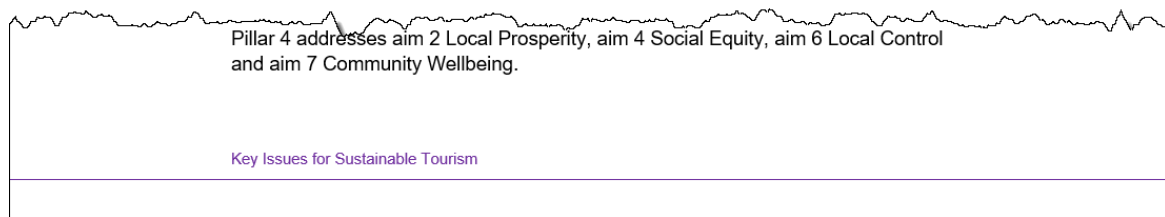
On each page, **except the first two pages**, discussed in task A-5 above, the following information shows up:

- a horizontal purple line that dynamically\* covers the whole outside margin is put at 8 cm from the top of the page.  
\*if margin width changes, the width of the line changes automatically too.
- this horizontal line is 'interrupted' by 0,8 cm for the page number (Arial 9 pt, bold, purple) that is centered in the outside margin.
- at the bottom of the pages, the on that page actual level 1 title is repeated (Arial 8 pt, purple, preceded by 6 pt free space), starting at the left margin.
- a horizontal purple line, covering the whole page, is put vertical in the middle of the bottom margin.

Further, in the top left corner of all **pages that start with a level 1 title**, a purple triangle without border is illustrated (4 x 4 cm).



Points  
9



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Task  
A-7

Points

8

Add an extra level 1 title *Acronyms* on a new page at the end of your document.

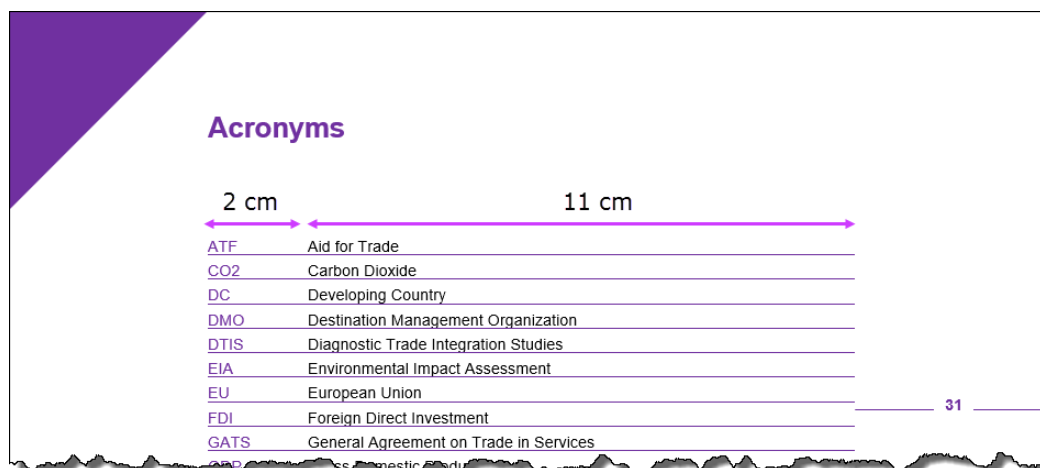
The title number is not displayed and the text of the title starts at the left margin.

In the document **ACRONYMS** you find a list of acronyms that you insert in the new page. Transform the data into the illustrated screenshot below.

The acronyms list is displayed in **Arial 9 pt**, starting with the acronym in purple color and followed by the explanation. Respect the width of 2 cm for the acronyms and 11 cm for explanation.

The acronyms are separated by a horizontal purple line. 0,1 cm white space under the purple line.

The total acronyms list should fit in one page!



2 cm	11 cm
ATF	Aid for Trade
CO2	Carbon Dioxide
DC	Developing Country
DMO	Destination Management Organization
DTIS	Diagnostic Trade Integration Studies
EIA	Environmental Impact Assessment
EU	European Union
FDI	Foreign Direct Investment
GATS	General Agreement on Trade in Services

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Task  
A-8

Points

10

Add an extra level 1 title *Table of Contents* on a new page at the end of your document.

The title number is not displayed and the text of the title starts at the left margin.

Add a table of contents containing 2 levels of titles, according to the screenshot. Follow these instructions:

- **Level 1:** Arial 10 pt, purple (RGB: 112 – 48 - 160), bold. Number starts at the left margin and is connected to the title text with a dotted guideline. Title text starts at 0,8 cm from left margin.  
Free space above title: 10 pt. Free space below title: 5 pt.  
Page number is aligned to the right margin, preceded by a dotted guide line.
- **Level 2:** Arial 9 pt  
Single line space. No extra/free space between lines.  
Title number starts at 0,8 cm from the left margin and title text is indented 1,6 cm from the left margin.  
Page number is aligned to the right margin. No guidelines.



Table of Contents	
<b>1 .....Sustainable Tourism as a Development Tool.....</b>	<b>3</b>
1.1 The principles of sustainable tourism	4
1.2 Stakeholder roles and relationships in sustainable tourism development	5
<b>2 .....Key Issues for Sustainable Tourism .....</b>	<b>6</b>
2.1 Tourism policy and governance	6
2.2 Economic performance, investment and competitiveness	6
2.3 Employment, decent work and human capital	6
2.4 Poverty reduction and social inclusion	6
2.5 Sustainability of the natural and cultural environment	7
<b>3 .....PILLAR 1: Tourism Policy and Governance .....</b>	<b>8</b>
3.1 The position of tourism in development policies and programmes	8
3.2 Tourism policy and regulatory framework	9
<b>4 .....PILLAR 2 Economic Performance, Investment and Competitiveness ....</b>	<b>12</b>
4.1 Measuring tourism and its contribution to the economy	13

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Don't forget to **save** your document under the name **TOURISMXXX** in Word before closing it!

Save also a copy in **PDF-format** as **TOURISMXXX.PDF**.

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### B

Task  
B-1

Open **INVESTBANK** and save it as **INVESTBANKXXX**.

Points

10

This document contains several tables with financial data. We focus only on all valuta amounts followed by the €-symbol. Amounts can go from 0 € to 99,999,999 €.

Country	Loans	Loans granted	Disbursed	Undisbursed
Spain	769	88,780,693 €	82,861,913 €	5,918,780 €
Italy	739	67,653,144 €	58,503,420 €	9,149,724 €
France	519	54,314,688 €	40,814,816 €	13,499,872 €
Germany	433	50,478,403 €	41,315,991 €	9,162,412 €
United Kingdom	95	6,400,858 €	3,744,621 €	2,656,237 €

- remove all comma's in these euro-amounts: eg. 88,780,693 € changes into 88780693 €.
- put all €-symbols before their amount and change the space before the €-symbol into a space after the €-symbol: eg. 88789693 € changes into € 88789693.

The result should look like

Country	Loans	Loans granted	Disbursed	Undisbursed
Spain	769	€ 88780693	€ 82861913	€ 5918780
Italy	739	€ 67653144	€ 58503420	€ 9149724
France	519	€ 54314688	€ 40814816	€ 13499872
Germany	433	€ 50478403	€ 41315991	€ 9162412
United Kingdom	95	€ 6400858	€ 3744621	€ 2656237

Save your result as **INVESTBANKXXX**!



### C

Task  
C-1

The document **QUESTIONS** contains a list of questions, split up in different categories:

Points  
25

Qnr	Question	Category	online
Q1	Name one place in your country and one in another country where the four types of tourists, are likely to visit.	Sustainable tourism	
Q2	Which of these four kinds of tourists might have the least harmful impact on the cultures and environments of the places they visit? Why?	Sustainable tourism	yes
Q3	Which category would you like to visit your community for a holiday? Why?	Sustainable tourism	
Q4	What criteria did you use to evaluate the effects of mass tourism in the interaction.	Sustainable tourism	yes

Based on that list, you present a survey as illustrated, each question with 4 dotted lines as answer zone.  
Brown color: RGB 131 – 60 – 11.

**Q26**

Identify four defining characteristics of sustainable tourism.

1,2 cm

0,4 cm

15,8 cm

ca. 15,3 cm

0,6 cm

0,4 cm

0,4 cm

**Q27**

The topic of sustainable tourism has great potential in education for a sustainable future. List four points that you would include in a rationale for including sustainable tourism in the curriculum.

0,6 cm

0,4 cm

0,4 cm

- Start an A4-page, all margins 2 cm.
- Basic font: Calibri 11 pt, no free space before and after paragraphs.
- The question number (Qnr) is both horizontally and vertically centered on a brown background. Calibri 14 pt bold, white color. The height of the brown 'box' depends on the length of the question.  
Width: 1,2 cm.
- The question is shown in Calibri 11 pt on a light grey background, as shown. The question is vertically centered in the light grey background area.  
Width: 15,8 cm
- The area under the question number shows the category of the question (Calibri 11 pt, brown, small caps), 90° rotated to the left. Horizontally and vertically centered.
- On the right, 4 dotted lines, 1 pt thick, brown color, invite to write down the answers.  
Height to write: 0,6 cm. This answer area is preceded and followed by a 0,4 cm height free area.  
Dotted lines start exactly at the position where the question text starts and do not touch the box border at their end (15,3 cm width)

**Q1**

Name one place in your country and one in another country where the four types of tourists, are likely to visit.

0,6 cm

ca. 15,3 cm

- The total question box is surrounded by a brown, 1pt thick border.
- 0,4 cm free space between the questions.
- A question may never be split over two pages.
- At the top of each page the text **TEACHING AND LEARNING FOR A SUSTAINABLE FUTURE** should be printed in Calibri 12 pt small caps, brown color.





### TEACHING AND LEARNING FOR A SUSTAINABLE FUTURE

**Q1** Name one place in your country and one in another country where the four types of tourists, are likely to visit.

- Questions where the column *Online* contains *yes*, can be answered after online search. In these questions you print *Online search allowed* on the first line to fill out.

**Q2** Which of these four kinds of tourists might have the least harmful impact on the cultures and environments of the places they visit? Why?

Online search allowed

- Save your eventually basic file as **QUESTIONS\_BASIC**. Work out a final document containing all questions, and save it as **QUESTIONS\_ALL** and another document containing only the questions in the category *climate change*. Save this document as **QUESTIONS\_CLIMATE**.

### TEACHING AND LEARNING FOR A SUSTAINABLE FUTURE

**Q21** Identify possible benefits and problems of these forms of alternative tourism.

SUSTAINABLE  
TOURISM

**Q22** Identify two actions that could address any problems related to tourism in your own country? Are there barriers to implementing these suggestions? Is there any way you and your students could help to implement any of these actions?

SUSTAINABLE  
TOURISM

**Q23** Teaching about ecotourism. What were the two wisest decisions you made in the simulation? Why?

SUSTAINABLE  
TOURISM

**Q24** Teaching about ecotourism. Name two not-so-wise decisions that you made. Why were they not-so-wise?

SUSTAINABLE  
TOURISM

**Q25** To what extent can ecotourism contribute to the four principles of sustainable human development? Why?

SUSTAINABLE  
TOURISM

### TEACHING AND LEARNING FOR A SUSTAINABLE FUTURE

**Q26** Identify four defining characteristics of sustainable tourism.

SUSTAINABLE  
TOURISM

**Q27** The topic of sustainable tourism has great potential in education for a sustainable future. List four points that you would include in a rationale for including sustainable tourism in the curriculum.

SUSTAINABLE  
TOURISM

**Q1** Many people see globalisation as something to do with international finance and trade, multinational companies the Internet, Hollywood and Bollywood movies and other threats to local identity and culture. Why do you think Robert Muller's World Core Curriculum seems to be much wider than this?

GLOBALISATION

**Q2** Describe a school program you teach – or maybe studied as a student – that was based upon the concentric circles approach.

GLOBALISATION

**Q3** What do you think were its advantages and disadvantages of the concentric circles approach?

GLOBALISATION