DIVINE CHILD ACADEMY

P. Panganiban St., Batangas City

REVIEW TEST IN TLE 7

I. **DIRECTION:** Read each statement carefully. Circle the letter of the correct answer.

_____1. This is where the guests are entertained for booking and checking in.

A. Lobby
B. Concierge
C. Valet Parking
D. Reception or front desk area

_____2. It is also located at the front desk and handled by the front cashier.

A. Cash Counter
B. Business Center
C. Information Area
D. None of the above

_____3. This section of the front office is responsible for arranging the packages, tickets, etc. per guests' requests.

A. Travel Desk
B. Valet Parking
C. Telephone Area
D. Entertainment Area

_____4. It is a list of line symbols used in representing details in technical drawings.

A. Layout Lines
B. Line Symbols
C. Alphabet of Lines
D. Information Lines

_____5. The main function of this section is to provide communication facilities and services, like e-mail, Internet, fax, photocopy, etc.

A. Bell Desk
B. Lounge Area
C. Parking Area
D. Business Center

_____6. This is where guests can sit, wait, and relax.

A. Restaurant
B. Lobby Area
C. Lounge Area
D. Music Room

_____7. This section provides information services or sometimes customized services to the guest.

A. Gym
B. Bell Desk
C. Concierge Desk
D. Entertainment Area

_____8. This is an area inside the entrance of the hotel where guests can meet their visitors.

A. Lobby
B. Lounge Area
C. Smoking Area
D. Valet Parking

_____9. It is a scale diagram of the arrangement of rooms of a building as seen from above.

A. Floor Plan
B. Information Area
C. Technical System Plan
D. None of the above.

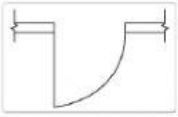
_____10. It is located at the front desk where guests' mails and messages are handled.

A. Telephone Area
B. Reservation Area
C. Business Center
D. Information Area

II. **DIRECTION:** Identify the following symbols used in a front office layout or floor plan. Choose the correct answer from the box below and write it on the blank before each number.

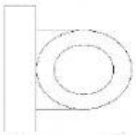
ELEVATOR	***TOILET***
CURVED STAIRS	***SOFA***
WORK STATION OR COUNTER	***DOOR***
RECTANGULAR TABLE	***WINDOW***
COUCH	***WALL***
CIRCULAR TABLE	***U-STAIRS WITH LANDING***

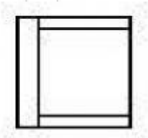
LIVEWORKSHEETS

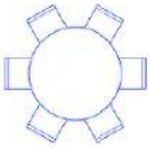
_____21. 

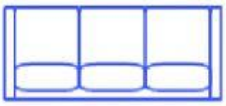
_____22.

_____23.

_____24. 

_____25. 

_____26. 

_____27. 

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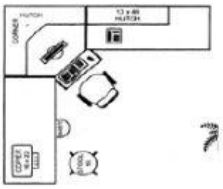
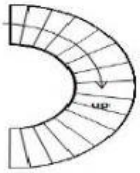
_____29. 

_____30. 

LIVEWORKSHEETS