

Professional skills: City tours

7 Complete the Professional skills with the expressions in the box.

3–9 days all meals extra charge Friday evening major cities
printed information short tour short visits and all-day
specialist knowledge special needs

PROFESSIONAL SKILLS: PLANNING CITY TOURS

- 1 Offer tours to _____ like London, Paris or Rome.
- 2 Design city *package tours for _____.
- 3 Find out if participants have any _____ beforehand, e.g. problems with mobility.
- 4 Start the tour on a _____ to make the most of weekend activities.
- 5 Offer an additional _____ in a nearby city either before or after the main tour.
- 6 Don't include _____. Some people don't want to always eat with the group.
- 7 Include both _____ excursions, sightseeing, some meals and social activities. But leave some free time.
- 8 Make sure participants know the full cost and which activities have an _____.
- 9 Use local tour guides for _____.
- 10 Give out maps and _____.

**package tour = American English, package holiday = British English*