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

_____2. It is also located at the front desk and handled by the front cashier.
   A. Cash Counter   C. Information Area
   B. Business Center   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   C. Telephone Area
   B. Valet Parking   D. Entertainment Area

_____4. It is a list of line symbols used in representing details in technical drawings.
   A. Layout Lines   C. Alphabet of Lines
   B. Line Symbols   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   C. Parking Area
   B. Lounge Area   D. Business Center

_____6. This is where guests can sit, wait, and relax.
   A. Restaurant   C. Lounge Area
   B. Lobby Area   D. Music Room

_____7. This section provides information services or sometimes customized services to the guest.
   A. Gym   C. Concierge Desk
   B. Bell Desk   D. Entertainment Area

_____8. This is an area inside the entrance of the hotel where guests can meet their visitors.
   A. Lobby   C. Smoking Area
   B. Lounge 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   C. Technical System Plan
   B. Information Area   D. None of the above.

_____10. It is located at the front desk where guests' mails and messages are handled.
   A. Telephone Area   C. Business Center
   B. Reservation Area   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

_____ 21.

_____ 22.

_____ 23.

_____ 24.

_____ 25.

_____ 26.

_____ 27.

_____ 28.

_____ 29.

_____ 30.