

UNIT 1: JOBS AND TOURISM AND HOSPITALITY

VOCABULARY

Task 1: Complete each sentence with suitable words.

1. A tour leader is responsible for making sure that the tour goes smoothly and no one has to wait therefore he needs to be **p_____**.
2. **E_____** is one of the most important personalities to become an excellent operations manager because he has to spend a lot of time on his job.
3. A night auditor is in charge of **d_____** the accounts and also **checking** guests out of the hotel if necessary.
4. **P_____ u** guests from the airport is not a valet's duty. A valet is in charge of parking guests' cars.
5. Becoming a wonderful **c____**, **she** has to learn how to cook delicious meals **in** the hotel's restaurant and manage restaurant staff.
6. The duty of a tourist **i_____ o_____** is to advise guests about the attractions and accommodation available **in** the local areas.
7. A **c_____** is in charge of arranging special services and handling various requests in a big hotel.
8. The job duty of a housekeeper is to **l_____ a_____** laundry and cleaning, and ensures that everything is ready for a new guest.
9. A **b_____** is responsible for transporting guests' luggage from the car to the hotel room and back.
10. If employees want to have a day off, they need to have the **o_____ m_____**'s notification.

GRAMMAR

Task 1: Find the mistakes and correct them.

1. What skills (A) must a good tourist information officer has (B)? - Giving (C) advice to (D) travelers about the attractions.
2. Why (A) do you have to be responsible (B) in your job? - It's necessary to be (C) in charge for (D) what I did.
3. To be (A) a good receptionist, you should have (B) communicative skill with (C) guests and making (D) them satisfied.
4. Does (A) the concierge help (B) you in your job? - Well, he not share (C) information with anyone, so I think he is (D) an unfriendly colleague.
5. Are (A) you responsible to open (B) the door for visitors (C)? - No, of course not. It's the duty (D) of a doorman.
6. If you are good at (A) handling (B) financial matters and don't mind working at (C) night, where (D) position are you applying for?
7. What are (A) your goals as a tour operator (B)? - They are to sell (C) the travel packages in bulk and making (D) more profit.

8. Flexible (A) working hours and job stability (B) are the main reasons (C) why did I choose (D) a job as a chef.

9. Janet, my (A) hotel manager and also one (B) of my friends, is (C) very friendly and skill at (D) managing the staff.