

- Q.19 What are some common services provided by hotels during a guest's stay?
- Q.20 What is the check-out process and what are the key steps involved in it?
- Q.21 How does the front office coordinate with the sales and marketing department?
- Q.22 Give 5 situations where front office needs to coordinate with security department.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What is the organization structure of the Front Office Department (FOD) in a large hotel? Write down the duties and responsibilities of bell desk.
- Q.24 Explain the concept of chain hotels and prepare a list and briefly explain 5 chain hotels.
- Q.25 What is the guest cycle, and why is it important for the front office department to understand it?

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1st Sem. / Hotel Management & Catering Technology

Subject : Front Office Operations - I

Time : 3 Hrs. M.M. : 60

SECTION-A

Note: Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Which of the following is an example of heritage tourism?
 a) Visiting a national park
 b) Going on a wildlife safari
 c) Touring historic buildings and landmarks
 d) Taking a beach vacation
- Q.2 Which of the following is not a typical position within the Front Office Department?
 a) Concierge
 b) GRE
 c) GRA
 d) Reservation manager
- Q.3 What types of room typically has separate living and sleeping areas?
 a) Single room b) Double room
 c) Twin room d) Suite

- Q.4 What type of hotel ownership involves a hotel that operates under the name of a larger hotel company and must follow strict brand standards?
- Independent hotel
 - Management contracted hotel
 - Chain hotel
 - None of the above
- Q.5 During which stage of the Guest Cycle does the guest check out of the hotel?
- Pre-arrival
 - Arrival
 - During stay
 - Departure
- Q.6 Which department is responsible for promoting the hotel and its services to potential customers?
- Sales & marketing department
 - Housekeeping department
 - Maintenance department
 - F & B department

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

- Q.7 A twin room has _____ separate single beds to accommodate two people.
- Q.8 Tourism within one's own country is known as _____ tourism.

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- Q.9 The front office department should notify the _____ department when a guest has checked out of their room so that it can be cleaned and prepared for the next guest.
- Q.10 Luggage handling is the primary responsibility of bell desk. (True/False)
- Q.11 During the post-departure stage of the guest cycle, the guest settles any outstanding charges and checks out of the hotel. (True/False)
- Q.12 A hotel that is owned and operated by an individual is known as an independent hotel. (True/False)

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

- Q.13 Discuss the origin and evolution of the hotel industry.
- Q.14 Briefly explain the different core areas of a hotel.
- Q.15 What is the role of a Front Office Manager in the FOD?
- Q.16 What are the different functional areas of the Front Office Department?
- Q.17 What is the difference between time shares and condominium hotels?
- Q.18 Write a short note on supplementary accommodation.

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