

**Mugberia Gangadhar Mahavidyalaya**

**Tourism & Hotel Management**

**Final Examination B.voc – 2023**

**Semester –5<sup>th</sup> SEM**

**Subject – FRONT OFFICE**

**Full Marks- 100**

**PART -1(Theory)**

Give the Answer of Ten questions:

1. Draw the format of Guest Registration Card.
2. What is Guest Registration?
3. What is the job responsibility of Night auditor?
4. What is the importance of Front office communication? Explain it.
5. Explain the Night audit of Front Office.
6. What are Switchboard operators? Explain it.
7. What is Guest cycle? Explain it.
8. How to create Guest folio?
9. What are the types of Night audit?
10. What is Ledger? Explain it.
11. What are the essential attributes of Front office staff?