

CBSE | DEPARTMENT OF SKILL EDUCATION

FRONT OFFICE OPERATIONS (SUBJECT CODE - 810)

Blue-print for Sample Question Paper for Class XII (Session 2023-2024)

Max. Time: 3 Hours

Max. Marks: 60

PART A - EMPLOYABILITY SKILLS (10 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANSWER TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
1	COMMUNICATION SKILLS - IV	1	1	2
2	Self-Management Skills - IV	2	1	3
3	ICT Skills - IV	1	1	2
4	Entrepreneurial Skills - IV	1	1	2
5	GREEN SKILLS- IV	1	1	2
TOTAL QUESTIONS		6	5	11
NO. OF QUESTIONS TO BE ANSWERED		Any 4	Any 3	07
TOTAL MARKS		1 x 4 = 4	2 x 3 = 6	10 MARKS

PART B - SUBJECT SPECIFIC SKILLS (50 MARKS):

UNIT NO.	NAME OF THE UNIT	OBJECTIVE TYPE QUESTIONS	SHORT ANS. TYPE QUES.- I	SHORT ANS. TYPE QUES.- II	DESCRIPTIVE/ LONG ANS. TYPE QUESTIONS	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	4 MARKS EACH	
1	History and Evolution of Hotel Industry	5	1	-	-	6
2	Etiquettes and Manners	3	1	-	-	4
3	Hotel Organization	3	1	-	-	4
4	Organization of Front Office Department	3	-	1	-	4
5	Introduction to The Hospitality Industry	8	-	1	2	11
6	Hotel Safety and Security	5	1	-	2	8
7	Problem Solving and Situation Handling	3	-	1	1	5
8	Responsible Hotels	2	1	-	-	3
TOTAL QUESTIONS		32	5	3	5	45
NO. OF QUESTIONS TO BE ANSWERED		Any 26	Any 3	Any 2	Any 3	34
TOTAL MARKS		1 x 26 = 26	2 x 3 = 6	3 x 2 = 6	4 x 3 = 12	50 MARKS

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Sample Question Paper for Class XII (Session 2023-2024)

Max. Time: 3 Hours

Max. Marks: 60

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of **24 questions** in two sections – Section A & Section B.
3. Section A has Objective type questions whereas Section B contains Subjective type questions.
4. **Out of the given (6 + 18 =) 24 questions, a candidate has to answer (6 + 11 =) 17 questions in the allotted (maximum) time of 3 hours.**
5. All questions of a particular section must be attempted in the correct order.
6. **SECTION A - OBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 06 questions.
 - ii. There is no negative marking.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.
7. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section contains 18 questions.
 - ii. A candidate has to do 11 questions.
 - iii. Do as per the instructions given.
 - iv. Marks allotted are mentioned against each question/part.

SECTION A: OBJECTIVE TYPE QUESTIONS

Q. 1	Answer any 4 out of the given 6 questions on Employability Skills (1 x 4 = 4 marks)	
i.	Which one of the following is not a part of the communication process? a) Perceiving b) Speaking c) Listening d) Reading	1
ii.	Which of the following helps in maintaining a positive outlook in life in the long run? a) Spending time alone b) Overthinking c) Disorganized academics d) Healthy diet and adequate sleep	1
iii.	In acronym SMART, the letter 'M' stands for: a) Manageable b) Meaningful c) Measurable d) Motivational	1
iv.	_____ shows the location of selected cells: a) Name box b) Worksheet c) Workbook d) Cell	1
v.	The French word "entreprendre," means: a) To control b) To undertake c) To evaluate d) To accomplish	1
vi.	Full form of CNG is: a) Compressed Natural Gas b) Clean Natural Gas c) Combined Natural Gas d) Compressed Nitrogen Gas	1

Q. 2	Answer any 5 out of the given 7 questions (1 x 5 = 5 marks)	
i.	The development of ropeways lead to the growth of many hotels in the Alpine ranges particularly in _____. a) Germany b) Ireland c) Switzerland d) France	1
ii.	"Dum Pukht" is a specialty restaurant of: a) The Ashoka Hotel b) ITC- Welcome Group c) Taj Hotels d) Oberoi Hotels	1
iii.	In which city is Jaypee Green Resort located?	1

	<ul style="list-style-type: none"> a) Greater Noida b) Agra c) Bangalore d) New Delhi 	
iv.	<p>Among the following countries which country was not a part of Grand Tour?</p> <ul style="list-style-type: none"> a) Italy b) Austria c) Singapore d) Switzerland 	1
v.	<p>The parent company of Oberoi Hotels & Resorts is:</p> <ul style="list-style-type: none"> a) East India Hotels b) Indian Hotel Company c) ITDC d) ITC 	1
vi.	<p>Which among the following is not a courteous behavior of a hospitality professional?</p> <ul style="list-style-type: none"> a) Do not grumble b) Talk in vernacular c) Handle equipment without banging d) Don't hold lengthy discussions in guest areas 	1
vii.	<p>Form of evasive excuses is one of the deadly sins of service and it is termed as:</p> <ul style="list-style-type: none"> a) Coldness b) Condescension c) Apathy d) Runaround 	

Q. 3	Answer any 6 out of the given 7 questions (1 x 6 = 6 marks)	
i.	<p>Find the correct sequence while attending a call in hotel front office?</p> <ul style="list-style-type: none"> a) Greeting- Identify your department- Identify yourself- identify your establishment b) Greeting- Identify your establishment- Identify your department- Identify yourself c) Greeting- Identify yourself- Identify your establishment- Identify your department d) Greeting- Identify your department- Identify your establishment- Identify yourself 	1
ii.	<p>The department of a hotel which is responsible to track market developments, create strategies and set up sales plans is:</p> <ul style="list-style-type: none"> a) Human Resource b) F&B Service c) Sales and Marketing d) Purchase 	1
iii.	<p>The type of work and the number of departments in a hotel vary according to the:</p> <ul style="list-style-type: none"> a) Number of guests b) Type of guests c) Number of employees d) Size of the property 	1
iv.	<p>This department is responsible for the upkeep and aesthetic standard of the hotel:</p> <ul style="list-style-type: none"> a) Maintenance 	1

	<ul style="list-style-type: none"> b) Housekeeping c) Room Service d) Security 	
v.	<p>A hotel employee whose job is to assist guests by booking tours, making theatre and restaurant reservations, etc.</p> <ul style="list-style-type: none"> a) Bell staff b) Concierge c) Information Assistant d) Receptionist 	1
vi.	<p>Accounts section of front office department generally includes:</p> <ul style="list-style-type: none"> a) Cashier and Reservation assistant b) Night Auditor and Bell Captain c) Receptionist and Night Auditor d) Front Office cashier and Night Auditor 	1
vii.	<p>Which of the below is not a sub department/ section of front office?</p> <ul style="list-style-type: none"> a) Room Service b) Communication c) Concierge d) Bell Desk 	1

Q. 4	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	<p>Who among the following hoteliers known as "King of hoteliers, and hotelier to kings,":</p> <ul style="list-style-type: none"> a) Conrad Nicholson Hilton b) John Willard Marriott c) Charles Kemmons Wilson d) César Ritz 	1
ii.	<p>The Leela Palace Hotel in Mumbai was founded in the year_____.</p> <ul style="list-style-type: none"> a) 1980 b) 1977 c) 1987 d) 1970 	1
iii.	<p>In which stage of the guest cycle safe deposit facility is offered to guests?</p> <ul style="list-style-type: none"> a) Pre-arrival b) Arrival c) Occupancy d) Departure 	1
iv.	<p>Two or more business organizations, like Airline and Hotels, promoting each other's business for mutual gain is termed as:</p> <ul style="list-style-type: none"> a) Referral groups b) Inter-sell agencies c) NGOs d) Corporate houses 	1
v.	<p>In which stage of the flow of reservation process a hotel can deny a reservation?</p> <ul style="list-style-type: none"> a) Communication with the hotel b) Formulation of the reservation process c) Confirmation notification d) Modification and pre arrival activity 	1
vi.	<p>The situation in which the guest would stay for more than their scheduled stay date is known as:</p>	1

	<ul style="list-style-type: none"> a) Under stay b) Over stay c) No show d) Walk-in 	
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Q. 5	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	<p>The chart which shows at a glance exactly how many rooms are available to let and their type:</p> <ul style="list-style-type: none"> a) Density chart b) Bed booking chart c) GRC d) Booking diary 	1
ii.	<p>Overbooking is:</p> <ul style="list-style-type: none"> a) Assigning more rooms per guest b) Ensuring the hotel achieves the maximum rate per room c) Assigning rooms for groups d) Selling more rooms than are actually available 	1
iii.	<p>The second in command of the security department of hotel is:</p> <ul style="list-style-type: none"> a) Shift supervisor b) Security guards c) Assistant director of security d) Director of security 	1
iv.	<p>What is the latest practice adopted by hotels to ensure no one can trespass on the guest floors?</p> <ul style="list-style-type: none"> a) CCTV b) Use of Key Cards to operate elevators c) Security Alarms d) Peephole 	1
v.	<p>The type of key that provides access to a specific room of a floor to clean or inspect is :</p> <ul style="list-style-type: none"> a) Building master key b) Section master key c) Floor master key d) Grand master key 	1
vi.	<p>The type of device used in hotels to identify the threat of fire is:</p> <ul style="list-style-type: none"> a) Water sprinkler b) Smoke detectors c) Fire hose reel d) Dry powder 	1

Q. 6	Answer any 5 out of the given 6 questions (1 x 5 = 5 marks)	
i.	<p>Who among the following is the custodian of the master key of safe deposit locker?</p> <ul style="list-style-type: none"> a) Guest b) Receptionist c) Guest Relation Executive d) Front Office Cashier 	1
ii.	<p>When the complaints are not resolved by front office assistant, then he/she should:</p> <ul style="list-style-type: none"> a) Try to convince the guest b) Ignore the complaint 	1

	c) Consult with superiors d) Offer some freebies	
iii.	Find the example of a service-related complaint from the following: a) Missed wake up call b) Absence of swimming pool c) Problems in air conditioning d) Bad weather	1
iv.	Which of the following help to reduce the frequency of mechanical complaints in a hotel? a) Departmental coordination b) Follow-up procedure c) Maintenance work order d) Departmental Briefing	1
v.	The green certifier which is a non-profit organization certifies a wide range of products and services in US is: a) Green Key b) Energy Star c) Green Seal d) Green Globe	1
vi.	According to Ecotourism Society Pakistan (ESP), which of the following activity is discouraged in fragile areas: a) Photography b) Mass tourism c) Adventure activities d) Sports activities	1

SECTION B: SUBJECTIVE TYPE QUESTIONS

Answer any 3 out of the given 5 questions on Employability Skills (2 x 3 = 6 marks)

Answer each question in 20 – 30 words.

Q. 7	Briefly explain any four stages of active listening?	2
Q. 8	Give any four ways to manage stress in life.	2
Q. 9	List the names of any four presentation software.	2
Q. 10	Write about any four common environmental barriers to entrepreneurs?	2
Q. 11	Write any four benefits of green jobs?	2

Answer any 3 out of the given 5 questions in 20 – 30 words each (2 x 3 = 6 marks)

Q. 12	What was the major setback for the travel business in the modern era? Write the main two factors which helped to accelerate the growth of hotel industry during this time?	2
Q. 13	How can a front office personnel build a positive image on telephone? (Any four points)	2
Q. 14	Write about any two operating and non-revenue producing departments of a hotel?	2
Q. 15	As a hotel manager, what four measures would you adopt to ensure security of women guests?	2
Q. 16	Write any four criteria on the basis of which hotels are classified as Eco hotels?	2

Answer any 2 out of the given 3 questions in 30– 50 words each (3 x 2 = 6 marks)

Q. 17	Mention any six guest services provided by the Front Office department	3
Q. 18	Describe an affiliate and non-affiliate network system?	3
Q. 19	Discuss the follow up procedure to be in place even after the guest's problems has been resolved?	3

Answer any 3 out of the given 5 questions in 50– 80 words each (4 x 3 = 12 marks)

Q. 20	Write a short note on Global Distribution System? Mention any four examples of GDS.	4
Q. 21	Discuss the procedure to be followed in group check-in?	4
Q. 22	How will you handle the following situations? a) If a fire breaks out in the hotel b) Death of an In-house guest in the hotel	4
Q. 23	Elaborate the importance of security records in hotels? Discuss some security records used in hotels for a better control?	4
Q. 24	Who is an aggressive customer? Suggest one way to deal with him. What are the risks involved in such cases?	4