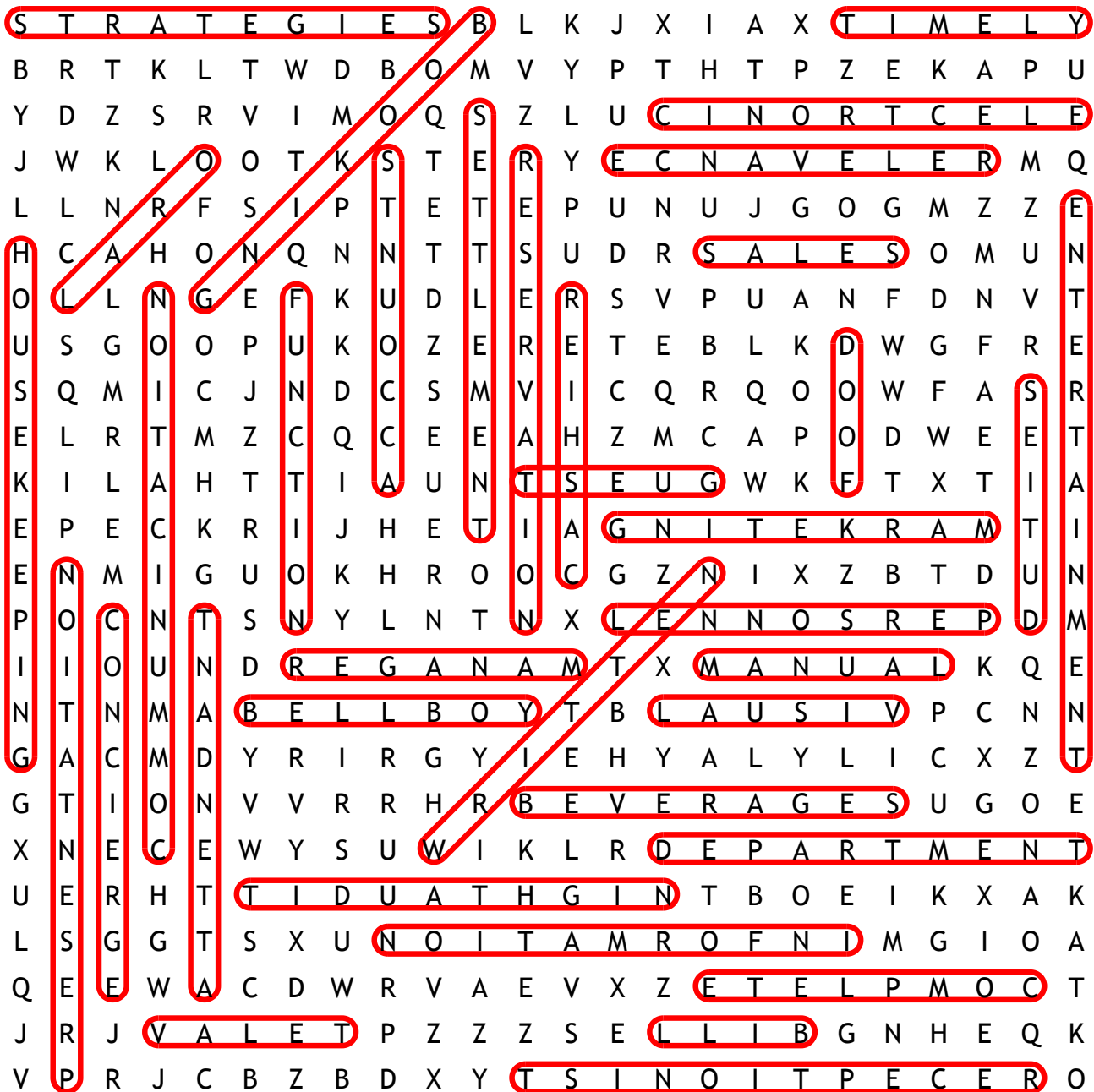


Name: _____

Date: _____

Functions of Hotel Front Office



Communication
Night Audit
Department
Concierge
Accounts
Booking
Valet
Bill

Entertainment
Information
Electronic
Attendant
Written
Duties
Sales

Receptionist
Reservation
Relevance
Personnel
Manager
Visual
Guest

Presentation
Strategies
Beverages
Function
Cashier
Timely
Oral

Housekeeping
Settlement
Marketing
Complete
Bellboy
Manual
Food