

LESSON PLAN

Name of Assistant Professor: Dr. Shikha Bhatt

Class: BTM III Semester: 6th

Subject: Tourist Guiding (605)

Lesson Plan: From January 2020 to April 2020

Week 1 01.01.2020-04.01.2020

Unit I Basic requirement of an escort or a guide

Week 2 06.01.2020-11.01.2020

Unit I Personal grooming, smartness, proper dress sense, hygiene, pleasing personality, hard working.

Week 3 13.01.2020-18.01.2020

Unit I Etiquettes- how to welcome a visitor, the traditional style of welcoming in north India.

Week 4 20.01.2020-25.01.2020

Unit I Knowledge of geography, history, art & culture of the place, latest information about frontier formalities, e.g. passport, VISA, foreign exchange etc.

Week 5 27.01.2020-01.02.2020

Group Discussion and Class Test

Week 6 03.02.2020-8.02.2020

Unit II Principles of communications, Verbal and non-verbal, personal and organizational, effective communications, communication gaps and barriers.

<p>Week 7 10.02.2020-15.02.2020</p> <p>Unit II Audio- visual aids, Body language</p>
<p>Week 8 17.02.2020-22.02.2020</p> <p>Group Discussion and Class Test</p>
<p>Week 9 24.02.2020-29.03.2020</p> <p>Pre tour preparation; Pre tour research about place, monuments and itinerary, timings of flights& railways.</p>
<p>Week 10 02.03.2020-07-03-2020</p> <p>Bus and cars arrangement at hotels, airports and railway stations.</p>
<p>Week 11 09.03.2020-14.03.2020 KUK Vacation</p>
<p>Week 12 16.03.2020-21.03.2020</p> <p>Reconfirmation of ground arrangement. Group arrival and departure. Welcome at airports/ railway station or hotels.</p>
<p>Week 13 23.03.2020-28.03.2020</p> <p>Role and responsibility; Escort/ guide is the first and last contact with destination.</p>
<p>Week 14 30.03.2020-04.04.2020</p> <p>Image maker, His responsibilities. Ethics, helpful attitude</p>
<p>Week 15 06.04.2020-11.04.2020</p> <p>Knowledge of tourism related laws and acts such as passport act, foreigners act, currency regulations, Immigration checks etc.</p>
<p>Week 16 13.04.2020-18.04.2020</p>

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Week 17 20.04.2020-25.04.2020

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Week 18 27.04.2020-30.04.2020

Group Discussion and Class Test