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Unit 1: Writing Skill – Introduction to Tourism & Hospitality

Useful Vocabulary

Try to use some of the following words:

- tourism
- hospitality
- guest
- customer service
- Front of House
- Back of House
- head chef
- starter
- main course
- dessert
- cutlery
- crockery
- menu
- restaurant
- experience

- hospitality team
- satisfaction
- quality service

Useful Expressions

You may find these expressions helpful:

- In my opinion,...
- Tourism and hospitality is...
- A hospitality professional is someone who...
- One important responsibility in a restaurant is...
- Staff members are responsible for...
- For example,...
- Excellent communication is essential because...
- I am particularly interested in...
- One thing I learned in this unit is...
- Quality service helps guests to...
- In conclusion,...

Model Structure

Paragraph 1 – Introduction

- Define tourism and hospitality.
- Explain what hospitality professionals do.
- Introduce the importance of quality service in this industry.

Paragraph 2 – Main Body

- Describe main responsibilities in Front of House and Back of House.
- Explain the importance of menu organization, cutlery, and crockery.
- Give one example of how staff ensure guest satisfaction.
- Explain why hospitality is essential for local and global economies.

Paragraph 3 – Conclusion

- Summarise why tourism and hospitality is a vital sector.
- Mention one specific topic you learned in this unit.

💡 Writing Tip

Plan your ideas before you start writing. Organise your text clearly and use linking words such as *first*, *also*, *for example*, *because*, *however*, *therefore*, and *in conclusion* to make your writing easier to follow.

Writing Checklist

Before finishing your work, make sure that you have:

- [ ] Written 150–180 words.
- [ ] Answered all the points in the task.
- [ ] Used at least eight words from the unit vocabulary.
- [ ] Organised your ideas into an introduction, a body, and a conclusion.
- [ ] Used appropriate linking words.
- [ ] Checked your grammar, spelling, and punctuation.