Homework 1. Vocabulary translation

Translate into English:

1. переговори
2. професійний етикет
3. ділове листування
4. презентація
5. комунікативні навички
6. діловий партнер
7. телефонна розмова
8. офіційний запит
9. співпраця
10. командна робота

Homework 2. Complete the sentences

Use: meeting, communication, presentation, email, manager

1. The tourism _____ organized the conference.
2. Good _____ skills are important in hospitality.
3. The business _____ starts at 11 a.m.
4. We received a formal _____ yesterday.
5. The company prepared a new tourism _____.

Homework 3. Writing task

Write a short professional email to a travel partner.

Include:

- greeting;
- request for information;
- travel services;
- polite closing.

(70–100 words)

Homework 4. Speaking task

Prepare a presentation: “Professional communication in tourism”.

Speak about:

- communication skills;
- teamwork;
- business meetings;

- customer relations.

Time: 1–2 minutes.

Homework 5. Mini case study

Situation: A tourism company plans an international meeting with business partners.

Write:

- how communication should be organized;
- what professional etiquette should be followed;
- what information should be prepared.

(80–100 words)

Homework 6. Reading comprehension

Read the text about professional communication and answer:

1. Why are communication skills important in tourism?
2. What forms of professional communication are used?
3. Why are presentations important?
4. How does etiquette influence business relationships?