

I. Translate the following sentences (10 marks):

To Arabic خمس درجات	To English خمس درجات
<p>“The guest also agrees with the banquet manager on the expected or actual number of people, the hour at which the banquet will start, the artistic program he/she desires, food and drink, and in the event of agreement, the contract is signed on the matters that have been agreed upon.”</p> <p>يتفق الضيف مع مدير الإطعام على عدد الحضور المتوقع أو الفعلي وعلى زمن بداية المأدبة والبرنامج الفني المرغوب به والطعام والمشروبات وعند الاتفاق يوقع العقد بناء على البنود المتفق عليها.</p>	<p>يمكن أن تكون المناسبات الصغيرة وبرنامج المناسبات مهمة جداً للمظاهر الكبرى مثل المهرجانات، ولكن غالباً ما يتم التقليل من أهميتها من قبل منظمي المناسبات الرئيسية.</p> <p>Small events and event programs can be very important to larger events such as festivals, but their importance is often underestimated by organizers of major events.</p>

II. Choose the correct option (10 marks): درجتان لكل خيار صحيح

1- The banqueting secretary answers to: a. Party manager b. Event manager c. Banqueting manager d. Marketing manager	2- Managing an event is usually a ----- and staged activity a. Planned b. Attached c. Defined d. Ready
3- The banqueting department requests all supplies from: a. The manager b. The warehouse c. The company d. The workers	4- The number of people invited to the event must be approved at least: a. 48 hours before the banquet. b. 12 hours before the banquet. c. 24 hours before the banquet. d. 4 hours before the banquet.
5- It is necessary to clean the hall after the event and return it to a. Its before state b. Its previous shape c. Its original shape d. Its original condition	

III. Mark the following statements with True or False (10 marks): درجتان لكل إجابة

صحيحة

- The height of the chair seat in the banquet hall should be 50 cm. false
- Event management is a product. false
- Porcelains are part of banquet equipment. true
- The waiter should carry the cups from her stomach. false
- In the pre-service stage, three waiters prepare the hall. true

#### IV. Attempt TWO of the following: (20 marks)

يكتفى فقط بمقارنتين وفي حال ذكر الطالب الثلاث مقارنات جميعها يأخذ بأول مقارنتين ولكل مقارنة عشر درجات تحسب مناصفة بين كل قسم من المقارنة

1. What is the difference between the headwaiter and banqueting head wine waiter?

**Headwaiter:** He must have a distinguished personality and have a high ability to withstand work pressure and have high skills and techniques in distributing work, supervising all steps of the party or conference, applying instructions with high accuracy, managing the staff professionally and qualifying him to work in all kinds of parties and under difficult circumstances and be directly responsible In front of the banquet manager and has a responsible role in selecting the appropriate elements to work in the banquet service

**Banqueting head Wine Waiter:** He must be one of the experts in the field of bar work of all kinds, types of drinks and cocktails, and the workflow of bars. He also supervises the organization of banquet bars and their contents, accesses and audits inventories.

2. What is the relationship between the banqueting department and accounting department?

The accounting department is discussing with the banquet department a number of issues:

- The salaries of essential workers are processed monthly
- The salaries of the additional workers to be given to them immediately after the end of the banquet
- The total value of the banquet, in addition to the additional requests for the banquet

3. What is the difference between the conference hall and festival hall?

**Festival hall:** It is a hall dedicated to speech festivals and concerts, somewhat similar to cinemas, and it is equipped with sound equipment.

**Conference and meeting hall:** It is a hall dedicated to meetings and small conferences between (20-30) people. It is completely quiet and is located on the upper floors. The decoration is simple and comfortable, including meeting facilities from: (video - projector - projection screens - microphones - writing boards...).

#### V. Fill in the blank from the list of phrases given. (10 marks) درجتان لكل

إجابة صحيحة

Kitchen, classified, understanding, initial, essential

1. The sales administration manager must be **understanding** of people's natures.
2. Events are **classified** by size and type.
3. Four copies of the event contract go to the **Kitchen**
4. A record of the party must be opened at the **initial** meeting with the guest.
5. The salaries of **essential** workers are processed monthly.

## VI. Case study (20 marks)

Last year in a wedding hall in Alhamdaniyah-Iraq, a fire killed 107 people including the families of the bride and groom.

1. What was the reported cause of the fire? 8 درجات

Rapidly flammable substances, fireworks inside the hall, a storage of alcoholic substances, not enough exits, no safety precautions

2. List at least 4 steps that are necessary to ensure safety and prevent future similar fires in hotels. 8 درجات

Providing more exits, taking safety measures, keeping flammable substances outside the hall, providing adequate safety staff.

3. Provide an example of a hotel that requires better safety measures. 4 درجات

Cham Palace or any other hotel that the student provides with evidence.

انتهى سلم التصحيح

All the best

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