

# Course Syllabus

Date	Lecturer	Lesson and General Purposes	Goals
August 18 (Thu)	Ms. Angeli	<p><b>Lesson 1: Select Destination and Give Tour Title</b></p> <ol style="list-style-type: none"> <li>1. Understand what kind of theme tours are available.</li> <li>2. Understand how to determine a good tourist spot to visit.</li> <li>3. Understand how to give an attractive tour title.</li> </ol>	You can come up with a theme for a sightseeing course, determine the tourist attractions that fit the theme, and create an outline of the course with an attractive tour title.
	Ms. Michelle	<p><b>Lesson 2: Meeting The Tourists</b></p> <ol style="list-style-type: none"> <li>1. Understand how to properly greet your participants and introduce yourself</li> <li>2. Understand basic communication with participants</li> <li>3. Understand how to politely offer help to your participants</li> </ol>	You can introduce yourself and communicate confidently to your tourists about their basic needs
August 19 (Fri)	Ms. Angeli	<p><b>Lesson 3: Create an Itinerary</b></p> <ol style="list-style-type: none"> <li>1. Understand how to determine the best order of tourist attractions to visit.</li> <li>2. Understand the different considerations when creating an itinerary.</li> </ol>	You can create an itinerary by deciding on a sightseeing course and time schedule, taking into account the order in which sights are to be guided and the time required.
	Ms. Michelle	<p><b>Lesson 4: Before the Tour</b></p> <ol style="list-style-type: none"> <li>1. Understand how to handle delays</li> <li>2. Understand how to start and keep a casual conversation with your participants</li> <li>3. Understand how to give Safety Advice</li> </ol>	You can offer help, give safety reminders, and keep a conversation to get to know your tourists in between tours.

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August 22 (Mon)	Ms. Angeli	<p><b>Lesson 5: Gather relevant facts for each tourist spot</b></p> <ol style="list-style-type: none"> <li>1. Understand how to gather correct and necessary information about tourist attractions.</li> <li>2. Understand how to efficiently gather information about tourist attractions.</li> </ol>	You can use books and the Internet to gather accurate information about attractions and be prepared to prepare a tour manuscript.
	Ms. Michelle	<p><b>Lesson 6: Starting your Tour</b></p> <ol style="list-style-type: none"> <li>1. Understand how to explain your tour itinerary</li> <li>2. Understand how to recommend places and activities during the tour</li> <li>3. Understand how to politely refuse requests from participants</li> </ol>	You can explain your itinerary to your tourists, and politely refuse and recommend activities for the tour.
August 23 (Tue)	Ms. Angeli	<p><b>Lesson 7 &amp; 8: Drafting a Tour Manuscript - Part 1</b></p> <ol style="list-style-type: none"> <li>1. Understand what to include in a tour manuscript.</li> <li>2. Understand how to write a tour manuscript.</li> </ol>	You can prepare a tour manuscript based on accurate information you have researched.
	Ms. Michelle	<p><b>Lesson 7 &amp; 8: Conducting your Tour - Part 1</b></p> <ol style="list-style-type: none"> <li>1. Understand how manuscripts are written to be easily understandable when you conduct your tour</li> <li>2. Understand basic composition and description for: Monument and Museum</li> <li>3. Understand how to give some safety advice and keep your tour going</li> </ol>	You can prepare your own manuscript for a Monument and a Museum tourist site.

Date	Lecturer	Lesson and General Purposes	Goals
August 24 (Wed)	Ms. Michelle	<p><b>Lesson 9: Conducting Your Tour - Part 2</b></p> <ol style="list-style-type: none"> <li>1. Understand basic composition and description for: Amusement Park and Temple/Shrine</li> <li>2. Understand how to make descriptions for your tourist spots</li> </ol>	You can prepare and write your own manuscript for an Amusement Park and a Temple/Shrine tourist site.
	Ms. Angeli	<p><b>Lesson 9: Drafting a Tour Manuscript - Part 2</b></p> <p><b>Lesson 10: Tour guide etiquette and handling unforeseen circumstances</b></p> <ol style="list-style-type: none"> <li>1. Understand the proper behavior as a tour guide when interacting with tour participants.</li> <li>2. Understand how to respond to unforeseen situations that may arise during the tour.</li> </ol>	You can treat tour participants with good manners and correctness, and are able to handle any unforeseen problems that may arise.
August 25 (Thu)	Ms. Angeli	<p><b>Lesson 11: Final confirmation of tour</b></p> <ol style="list-style-type: none"> <li>1. Understand the final checks to be made before the tour is conducted.</li> <li>2. Understand how to respond to possible questions from tour participants.</li> <li>3. Understand the need for a backup itinerary.</li> </ol>	You can check the implementation of your tour, respond to questions from tour participants, and prepare a backup itinerary in case of an unexpected eventuality.
	Ms. Michelle	<p><b>Lesson 12: Finishing the Tour</b></p> <ol style="list-style-type: none"> <li>1. Understand how to make descriptions for your tourist spots (continuation)</li> <li>2. Understand how to help tourists shop for souvenirs</li> <li>3. Understand how to finish your tour and receive feedback regarding your services</li> </ol>	You can learn extra services you can give your tourists after your tour is done.

# Training Activities

Date	Lecturer	Activity
August 22 (Mon)	Ms. MJ	Design a sightseeing course with 2 location spots + Make a script for the self-introduction
August 23 (Tue)	Ms. MJ	Gathering materials needed for online tourist information + Make a tour manuscript
August 24 (Wed)	Ms. MJ	Make a tour manuscript + Make slides for the online tour guide
August 25 (Thu)	Ms. MJ	Make slides for the online tour guide + Practice for the presentation
August 26 (Fri)	Ms. Angeli + Ms. MJ	Self-introduction  Topic 1: If you were going abroad for a week, where would you go? What would you like to do?
	Ms. Michelle + Ms. MJ	Topic 2: Beach Resorts in the Philippines and Japan  Topic 3: What are the biggest festivals in the Philippines and Japan?
		Virtual Online Tour Guide