

INSTITUTE OF TOURISM STUDIES:

Assignment: HND 5246: Property Management

Distribution: 26 March 2021

Due: 28 April 2021

Task:

You are requested to write a report to the General Manager of the hotel to explain the pros and cons of leasing a specific area within the hotel for commercial purposes in addition that it still remains available to the inhouse guests.

In addition to the report you are expected to carry out a presentation for the board members wherein you explain these pros and cons and how the inhouse guests can still use the area for their enjoyment.

The output should include a report of not more than 400 words and a slide presentation of not more than 10 slides.

Area Assigned: Garage for parking purposes.

Assessment Criteria:

- 1 *Report drawn in an appropriate manner, with proper address to the Management, (30 marks);*
- 2 *Detailed list, corroborated with reasons on the pros and cons, (20 marks) ;*
- 3 *Description on how the inhouse guests will still be able to make use of the specific area,(20 slides);*
- 4 *Conclusion and recommendation, (20 marks);*
- 5 *Correct use of slides (5 slides);*
- 6 *Viva presentation online (5 marks).*