

SCHOOL OF HOSPITALITY

FINAL EXAMINATION

Student ID (in Figures) :

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Student ID (in Words) : _____

Subject Code & Name : **FBS1103 Basic Food and Beverage Services**
 Semester & Year : January – April 2017
 Lecturer/Examiner : Ms. Nor Hazwani Mohd Din
 Duration : 2 Hours

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of 3 parts:
 - PART A (30 marks) : THIRTY (30) Multiple choice questions. Answers are to be shaded in the Multiple Choice Answer Sheet provided.**
 - PART B (50 marks) : FIVE (5) Short answer questions. Answer all the questions. Write your answers in the Answer Booklet provided.**
 - PART C (20 marks) : ONE (1) Essay question. Write your answers in the Answer Booklet provided.**
2. Candidates are not allowed to bring any unauthorized materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple choice questions, where 2B pencils are to be used.

WARNING: The University Examination Board (UEB) of BERJAYA University College of Hospitality regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students' Handbook, up to and including expulsion from BERJAYA University College of Hospitality.

Total Number of pages = 9 (Including the cover page)

PART B : SHORT ANSWER QUESTIONS (50 MARKS)

INSTRUCTION(S) : FIVE (5) short answer questions. Answer all the questions.
Write your answers in the Answer Booklet(s) provided.

1. There are various types of menu or classes of menu available.

a) List **FIVE (5)** characteristics of A la carte menu (5 marks)

b) List **FIVE (5)** characteristics of Table d'hote menu (5 marks)

2. List activities of mise-en-place and mise-en-scene.

a) List **FIVE (5)** activities of mise-en-place. (5 marks)

b) List **FIVE (5)** activities of mise-en-scene. (5 marks)

3. Personal hygiene and facilities hygiene is the most important measure to ensure that food and beverage will not be harmful to the health of any person. In order to provide an environment where food and beverage is handled in a clean and safe manner identify **TEN (10)** hygienic practices pertaining to a restaurant such as the Upper Eastside Cafe when dealing with the service of food and beverage.

(10 marks)

4. Complaints are common in the food and beverage outlets. It should be handled professionally by the supervisor or the outlet manager as a common saying "Customer is always right". Explain the **FOUR (4)** main steps in handling guest complaint.

- a) Listening
- b) Body language
- c) Apologize
- d) Freebies

(10 marks)

5. List **TEN (10)** steps of taking reservation through a phone call for a food and beverage outlet, from answering the phone to taking down the particulars:

(10 marks)

END OF PART B

PART C : ESSAY QUESTION (20 MARKS)

INSTRUCTION(S) : Answer the question in the Answer Booklet(s) provided.

Before the restaurant opens for business there is extensive list of task to be completed.
LIST and **EXPLAIN** the types of task to be completed.

(20 Marks)

END OF EXAM PAPER