

# HOW TO WRITE AN ARTICLE



## HOW TO WRITE AN ARTICLE

Writing an article would be easy if you follow a good strategy to do it.  
TO ORGANIZE YOUR WRITING PROCESS FOLLOW THIS ADVICE:

- Organize your ideas, be sure on what you want to write and in which order.  
To do this you can draw a mind map or a chart.
- Decide the structure and consider aspects as title, who are you writing for.
  - Be careful with your language.
    - Use a friendly attitude.
    - Check before publishing.

FOLLOW THE WRITING STRATEGIES MENTIONED ON UNIT ONE.



## USEFUL VOCABULARY

Every profession has different kinds of activities; an engineer does not do the same activities as a chef or a doctor. That is why you should identify the language used in your work life. Additionally, to describe what your profession involves you should know not only the vocabulary but also the grammatical structure.



## TOURISM AND HOSPITALITY MANAGEMENT

- ✓ Back Office Operations
- ✓ Banquet Operations
- ✓ Brand Management
- ✓ Catering
- ✓ Client Needs Assessment
- ✓ Club Management
- ✓ Competitive Analysis
- ✓ Concierge
- ✓ Customer Service
- ✓ Event Coordination
- ✓ Facility Management
- ✓ Food and Beverage
- ✓ Food Sanitation
- ✓ Front Desk Operations
- ✓ Guest Retention
- ✓ Guest Services
- ✓ Health & Safety
- ✓ Hospitality Management
- ✓ Housekeeping
- ✓ Human Resources
- ✓ Inventory Planning





## TOURISM AND HOSPITALITY MANAGEMENT

- ✓ Kitchen Operations
- ✓ Maintenance
- ✓ Meeting Planning
- ✓ Menu Planning
- ✓ Multi-Unit Operations
- ✓ New Product Development
- ✓ Occupancy
- ✓ Portion Control
- ✓ Pricing
- ✓ Procurement
- ✓ Program Management
- ✓ Promotions
- ✓ Regulatory Compliance
- ✓ Reservations
- ✓ Resort Management
- ✓ Revenue Projections
- ✓ Server
- ✓ Service Management
- ✓ Travel and Tourism
- ✓ Vendor Management
- ✓ Workflow Management

## TOURISM AND HOSPITALITY MANAGEMENT

- ✓ Brainstorm
- ✓ Constraint
- ✓ Engineering Design Process
- ✓ Innovation
- ✓ Invention
- ✓ Iterative Design Process
- ✓ Prototyping and Prototype
- ✓ Testing
- ✓ Analyzing
- ✓ Model
- ✓ Research and Development
- ✓ System
- ✓ Troubleshoot

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## OTROS RECURSOS

### Oficios y verbos relacionados



Actividad en educaplay sobre las actividades que se realizan según la profesión.

### Tipos de trabajos



Descripción de las diferentes actividades y responsabilidades que se tiene según la profesión.

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