

*B.A. Tourism & Travel Management 6<sup>th</sup> Semester*

**Title of the Course: Tour Guiding**

**Course Code: TTM-1808-SEC**

**No. of Credits: 04 + 02 (Theory- 04, Internals – 02)**

**Marks (Theory– 56, Internals - 30, Attendance- 04)**

**Course objectives:**

The course is intended to aware students about the basics of tour guiding and to prepare them for handling different situations during their duty.

**Course Contents:**

**Unit I**

Introduction to tour guiding and tour escorting, difference between tour guiding and tour escorting, role of a tour guide; Tour guiding in India; Characteristics of a tour guide, steps to becoming a tour guide; presenting yourself; making sense of cultural differences.

**Unit II**

Understanding the dynamics of tour guiding, practical tips, mechanics of tour guiding; tools of the trade. Managing guiding business: How to plan an itinerary, partners in business, setting up a tour guiding business, Code of Conduct for tour guides in India (Ministry of Tourism).

**Unit III**

Guiding at a monument, guiding at a religious site, guiding at a museum, guiding on an archaeological site, guiding on a nature walk, guiding on a walking tours, guiding on a coach, designing and conducting heritage walks.

**Unit IV**

Situation Handling: Handling difficult tourists, handling questions, handling emergencies, searching for information, responsible guiding; designing and conducting heritage walks.

**Suggested Reading:**

1. Chowdhary, Nimit, Handbook for Tour Guides. New Delhi: Matrix Publishers.
2. Mitchell, G.E., How to Start a Tour Guiding Business. Charleston: The GEM Group Ltd.
3. Pond, K.L., The Professional Guide. New York: Van Nostrand Reinhold.