



## ENGLISH FOR TOUR GUIDES

### 1. Warm-up Speaking (5–7 minutes)

#### Activity: Quick Welcome Improv

Work in pairs. One person is the guide, the other is a tourist in the group.

The guide gives a 30–45 second welcome speech (no notes).

Use these starters:

- Hello everyone! Welcome to...
- My name is... and today I will be your guide.
- Today we are going to see...

Switch roles 2–3 times.

**Tip:** Smile, make eye contact, and speak with energy — even if you make small mistakes!

### 2. Key Useful Phrases & Structure

#### Professional Tour Opening Speech

##### Basic Structure

1. Greeting & welcome
2. Self-introduction
3. Safety/group rules
4. Tour overview (itinerary)
5. Personal touch / fun fact
6. Check questions & start

##### Key Phrases

- Hello everyone! Welcome aboard / to [city/tour]!
- My name is [Name] and I'm very pleased to be your guide today.
- Please stay together, follow me, and let me know if you have any questions.
- Today's tour will last about [time] hours and includes...
- Firstly, we will visit... Then, we'll head to... After that... Finally...
- One interesting thing you should know is... / A fun fact about this place is...
- Does anyone have any questions before we start?
- Are you all ready? Great! Let's go!

##### Pronunciation tips

- Pleased (pleezd)      Itinerary (eye-TIN-uh-ree)      Finally (FYE-nuh-lee)

### 3. Gap-Fill Practice – Full Welcome Speech

#### Activity: Complete the Professional Welcome

Fill in the gaps with words/phrases from the box to make a complete opening speech.

*questions / everyone / lasts / pleased / follow / today / firstly / interesting / ready*

Hello (1) \_\_\_\_\_! Welcome to the city tour! My name is Maria and I'm very (2) \_\_\_\_\_ to be your guide (3) \_\_\_\_\_. Please stay together, (4) \_\_\_\_\_ me, and let me know if you have any (5) \_\_\_\_\_. (6) \_\_\_\_\_ tour (7) \_\_\_\_\_ about three hours and includes some amazing places. (8) \_\_\_\_\_, we will visit the old castle. Then, we'll walk to the beautiful park. After that, we'll stop for lunch. One (9) \_\_\_\_\_ thing you should know is that the castle is over 500 years old! Does anyone have any questions before we start? Are you all (10) \_\_\_\_\_? Great! Let's go!

#### 4. Matching – Parts of the Speech

##### Activity: Match the Phrase to the Correct Part of the Opening

A. Hello everyone! Welcome to...	Safety & group rules
B. Firstly, we will visit... Then...	Personal/fun fact
C. Please stay together and follow me.	Check for questions
D. One interesting thing you should know is...	Tour overview / itinerary
E. Does anyone have any questions?	Greeting & welcome

#### 5. Main Speaking Practice – Role-Play (12–15 minutes)

##### Activity: Deliver Your Professional Opening!

Work in small groups (3–5 people).

Student A = Tour Guide

Others = Tourists in the group

##### Tour Guide:

Prepare and deliver a full professional opening speech (1–2 minutes).

Use the structure and phrases from *Activity 2*.

##### Include:

- Greeting
- Self-introduction
- Safety/group rules
- Detailed itinerary (use 4–5 places from the town map or your own ideas)
- One fun fact or personal touch
- Ask for questions & start

##### Tourists:

Listen, nod, and respond at the end:

- Thank you! Sounds interesting!
- One question: How long is the lunch break?
- Great! Let's go!

Switch roles so everyone gets a turn to be the guide.

**Tip:** Use the town map to point out places while speaking. Add energy and gestures!

#### 6. Final Warm-down (5 minutes)

##### Activity: One Thing I Liked

In a circle or quick round.

Each person says **one sentence** about the welcome speech they heard (positive feedback).

##### Example:

"I liked the fun fact about the castle — it made me excited!"

End with: "Thank you for being great tour guides today!"

## Teacher's Key

### Pre-Intermediate/Intermediate: Opening a Tour Professionally

This is **PDF1** in the Pre-Intermediate/Intermediate category (B1 level).

Students at this stage can handle longer, more detailed speeches, use connectors (firstly, after that, finally), add personal touches/anecdotes, manage small group dynamics, and improvise a bit when needed. It's a clear step up from High Beginner — more professional tone, fluency, and confidence for real guiding.

### 3. Gap-Fill Practice – Full Welcome Speech

#### Activity: Complete the Professional Welcome

Fill in the gaps with words/phrases from the box to make a complete opening speech.

*questions / everyone / lasts / pleased / follow / today / firstly / interesting / ready*

Hello (1) **everyone!** Welcome to the city tour!

My name is Maria and I'm very (2) **pleased** to be your guide (3) **today**.

Please stay together, (4) **follow** me, and let me know if you have any (5) **questions**.

(6) **Today's** tour (7) **lasts** about three hours and includes some amazing places.

(8) **Firstly**, we will visit the old castle. Then, we'll walk to the beautiful park. After that, we'll stop for lunch.

One (9) **interesting** thing you should know is that the castle is over 500 years old!

Does anyone have any questions before we start?

Are you all (10) **ready**? Great! Let's go!

### 4. Matching – Parts of the Speech

#### Activity: Match the Phrase to the Correct Part of the Opening

- |  |                           |
|--|---------------------------|
| A. Hello everyone! Welcome to...               | Greeting & welcome        |
| B. Firstly, we will visit... Then...           | Tour overview / itinerary |
| C. Please stay together and follow me.         | Safety & group rules      |
| D. One interesting thing you should know is... | Personal/fun fact         |
| E. Does anyone have any questions?             | Check for questions       |