## UNIT 3: HOTEL RESERVATIONS AND CHECK-IN

**Task 1: Match the words (1 -6) with the definitions (A-F).**

1. _____ double
2. _____ non-smoking
3. _____ single
4. _____ smoking
5. _____ vacancy
6. _____ assign

**A** to give a guest a room
**B** a room with a bed for one person
**C** a room with beds for two people
**D** a room where smoking is not okay
**E** a room where smoking is okay
**F** an available room

**Task 2: Fill in the blanks with the correct words.**

| reservation number, registration form, walk-in, room key, damage deposit, reservation |
|---|

1. The hotel does not accept _____ guests when there are no rooms available.
2. Mr. Formiga makes a(n) _____ to stay at a room at the Roya Point Hotel.
3. Penny uses a _____ to open the door of her hotel room.
4. The guests left a stain on the carpet. The hotel used the _____ to pay for the cost of replacing the carpet.
5. Ms. Johnson tells the front desk clerk her _____. Then the front desk clerk finds the details of Ms. Johnson's stay.
6. James wrote home address and phone number on the _____.

**Task 3: Fill ONE word in each gap to complete sentences. Use the first letter as a suggestion.**

1. Last week, I went away on a ski vacation and was sharing a room with three other people. However, we only had one r_ _ _ k _ _.
2. We offer a s_ _ _ _ _ r_ _ _ with private facilities (en suite) and with shared facilities, which is located directly behind the main building.
3. A s_ _ _ _ _ _ r_ _ _ is a room which is specifically provided and furnished for smoking, generally in buildings where smoking is otherwise prohibited.
4. You can find your r_ _ _ _ _ _ _ _ _ _ n _ _ _ _ _ in the itinerary email you received at the time of booking.
5. C_ _ _ refers to money in the physical form of currency, such as banknotes and coins.
6. The deluxe rooms in our hotel are equipped with wall-to-wall c_ _ _ _ _ _ throughout.
7. They would like to r_ _ _ _ _ _ a family room which is near the shopping mall.
8. The customers f_ _ _ _ _ _ agreed to stay in our hotel.
9. We will r_ _ _ _ _ _ this carpet for you immediately.
10. Many w_ _ _ -_ _ customers enjoy to book rooms in our hotel because of good services.



LIVEWORKSHEETS

## II. GRAMMAR

**Task 1: Complete the sentences with prepositions of time "*on, at, in, from … to*".**

1. Is the bar open _____ Sunday?
2. I work _____ 7.00 a.m _____ 4.00 p.m.
3. The swimming pool closes _____ the evening.
4. We serve breakfast _____ 8.00 a.m _____ 9.30 a.m _____ the weekend.
5. The new hotel will open _____ the next two months.
6. The autumn season starts _____ September.
7. I'd like to book a table for three _____ 3rd January.
8. Do you close _____ Christmas?

**Task 2: Look at the short dialogs and fill in the blanks with the information below.**

| | |
|---|---|
| here's your key | Certainly |
| is that correct | may I help you |
| how would you like | we have |
| just one moment | thank you |
| enjoy your stay | would you prefer |

I. A: Good afternoon. **1** _____, ma'am?
B: Yes. I'd like to check in, please.
A: **2** _____, ma'am. Do you have a reservation?
B: Yes, I do. The last name is Taylor.
A: T-A-Y-L-O-R? Brenda Taylor?
B: Yes, that's right.

II. A: All right, Ms. Taylor. You're staying with us for three nights, checking out on the 28th. **3**_____?
B: Yes, that's right.
A: And we have you booked in a single room, with a king size bed.
B: Yes.

III. B: Is that a non-smoking room?
A: No, ma'am. I'm sorry, it isn't. **4** _____ a non-smoking room?
B: Yes, I would, please.
A: I'll check for you. **5** _____, please… Yes, **6** _____ some non-smoking rooms available.
B: Great.

IV. A: OK, then, **7** _____ to pay for your stay? By cash or credit card, Ms. Taylor?
B: Oh, I'll pay by credit card.
A: May I have your card, please?
B: Sure. Here it is.
A: **8** _____. Just one moment, please.

V. A: Here's your card, Ms. Taylor.



LIVEWORKSHEETS

B: Thank you.

A: And **9** _____. You're in room 1708, on the 17th floor. The elevator is over there, around the corner.

B: All right.

VI. A: Would you like me to have someone bring up your bags, ma'am?

B: That would be great. Thank you.

A: Certainly, ma'am. I hope you **10** _____ here. Please call if there is anything else we can do to make your stay more enjoyable.

B: Thanks.

**Task 3: Identify and correct the mistakes in the following sentences. (Viết trả lời như sau: B. cost)**

1. Everyone (A) in the neighbourhood is (B) looking forward to the opening (C) of the new hotel on (D) autumn.
2. Can (A) you note (B) in the registration (C) form and then (D) sign here, please?
3. In (A) reply with (B) your fax received, I am happy to confirm (C) reservation of a double room for two nights starting on (D) November 9th.
4. There is (A) an international event in (B) the conference room on (C) the top floor of our hotel in (D) Tuesday morning.
5. When people celebrate the holidays with their (A) family, hotel staff (B) still have (C) to work, even in (D) Christmas.
6. I would like booking (A) a room for (B) two nights from (C) Monday to (D)Wednesday morning.
7. Could (A) you fill at (B) this form for (C)me, please, and (D)sign here?
8. The porter will help (A) the customers carry (B) his (C) luggage to (D) the hotel's room.
9. Mr John said to (A) the receptionist he wants to book (B) a room for (C) three nights between (D) 14th to 16th.
10. The (A) dance club in our hotel only opens (B) from 7p.m to (C) 10p.m in (D) Sunday.



LIVEWORKSHEETS