

- Now, complete the dialogue. You are the head of reception.

➤	_____
•	Good morning, we wanted to book a double room with extra bed from June 1 to June 15.
➤	¿_____?
•	Yes, two adults and a child.
➤	_____
•	Perfect. It can be with sea view?
➤	_____
•	In agreement.
➤	¿_____?
•	Oh yes, of course. My name is Hector Calle. And my mail address h.calle@gmail.net
➤	_____
•	Thank you, Miss. See you soon

- Fill out the reservation form for Mr. Wilson.

<i>Roles Hotel</i> ★★★★★			
CHECK IN: _____	CHECK OUT: _____		
Number of people: _____	<input type="checkbox"/> Adults: _____	<input type="checkbox"/> Children: _____	
Names and surnames: _____			
Nationality: _____		Passport: _____	
Telephone 1: _____		Telephone 2: _____	
Type of room:	<input type="checkbox"/> DWB	<input type="checkbox"/> SWB	<input type="checkbox"/> Extra bed
	<input type="checkbox"/> BB	<input type="checkbox"/> HB	<input type="checkbox"/> FB
			RECONFIRMED BY:
			Date: _____
			By Mr./Mrs. _____

- ¿What would you do in a similar situation?

You are the Sir; a class mate, the Lady, and another class mate, the receptionist.



- You (the Sir):

- The receptionist:

- Your classmate (the Lady):

- You're a receptionist in a hotel. Write an e-mail to a Canadian family giving details about their reservation. Say their room number and confirm their reservation for a specific date. Use the following information.

Number of nights: 04

Number of people: 03 (one couple and a baby)

Price: _____

(double room)

Room number:

Hotel phone number:

Date: July 15th - July 19th