Activity 18.

You are a hotel desk clerk. Listen to the dialog, and then complete the reservation form with the information you're here.

Name :
Prof/Dr/Mr/Mrs/Ms _____

| | Surname | First Name | Middle Name |

Organization/Company _____

Designation/Position _____

Full Address _____

_____

_____

| | Telephone | Facsimile | E-mail |

Extra Person/s _____

| | Surname | First Name | Middle Name |

Type of Room		Rate	Type of Room		Rate
Deluxe Room			City View Suite		
Single	☐	USD90.00	1 Bedroom	☐	USD170.00
Double	☐	USD90.00	2 Bedrooms	☐	USD270.00
Junior Suite Room			Corner Sunset Suite		
Single	☐	USD110.00	1 Bedroom	☐	USD190.00
Double	☐	USD110.00	2 Bedrooms	☐	USD300.00
Winston Executive Club					
Level 11	☐	USD130.000	Level 10	☐	USD140.00

Flight Details	Arrival	Departure
Date		
Time		
Flight Number		
Credit Card Detail		

Type of Credit Card	Card No. _____
Visa ☐ Black card ☐	
Master ☐	Expiry Date _____