ใบงาน งานย่อยที่ 1.1

การวิเคราะห์และกรอกข้อมูลใบสำรองห้องพัก (Hotel Reservation Form)

ENGLISH
FOR HOTEL AND TOURISM

Part 1 Reservation Email (Case Study)

From: emily.carter@example.com
To: reservations@grandparadise.example.com
Date: November 20, 2026
Subject: Room Reservation Request – December 15–19, 2026

Dear Reservation Team,

My name is Emily Carter, and I am writing to request a room reservation at Grand Paradise Hotel for my upcoming family holiday in Thailand.

I would like to book one Deluxe Room for four nights, checking in on December 15, 2026, and checking out on December 19, 2026.

There will be three guests: two adults and one child (aged 8).

I would also like to request an extra bed for my child and a non-smoking room. In addition, my husband has a seafood allergy, so we would appreciate seafood-free meal options during our stay.

Could you please let me know if the room is available? I would also appreciate information about the total room rate and whether a deposit is required.

Thank you for your assistance. I look forward to hearing from you.

Best regards,
Emily Carter
Email: emily.carter@example.com
Phone: +44 7700 900123



Part 2 Instructions

1. Read the email carefully and underline the key information.
2. Identify the details for the Hotel Reservation Form.
3. Complete the form using CAPITAL LETTERS.
4. Write the special requests in short, clear English phrases.
5. Check all information before submitting your work.

Part 3 Hotel Reservation Form



GRAND PARADISE HOTEL
HOTEL RESERVATION FORM

1. Guest's Full Name	
2. Email Address	
3. Phone Number	
4. Room Type	
5. Number of Rooms	
6. Check-in Date	
7. Check-out Date	
8. Number of Nights	
9. Number of Guests	
10. Special Requests	
11. Room Rate	
12. Deposit	

LIVEWORKSHEETS