

Task 1

Complete the form below. Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

ROOM BOOKING	
Name:	Duncan
Telephone number:	
Date of arrival:	
Date of departure:	
Room type:	Twin room
Cost:	£ _____
Payment method:	

Task 2

Complete the form below. Write **NO MORE THAN TWO WORDS AND/OR A NUMBER** for each answer.

CITY BUS TOUR BOOKING FORM	
Number of passengers:	
Passenger name(s)	Susan Field and James _____
Contact telephone number:	07988
Hotel:	
Bus tour time:	_____ p.m.
Bus tour date:	£ _____

