An email to book a hotel

TASK 1 **Match the words with the definitions**

to let someone know | a promotional code | to confirm

an iron | to reserve a room | an accessible room

1. to book a room	
2. a room that is designed to be easy to use, for example if you use a wheelchair	
3. a special number or password that reduces the price or increases service levels	
4. a metal object used to make clothes flat and smooth	
5. to say something is definitely true or going to happen	
6. to tell someone	

TASK 2 **Complete the sentences with words**

1. I would like _____ reserve a double room.
2. I ... _____ like a quiet room, please.

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3. I ... arrive at about 6 p.m.

4. Please can confirm the price?

5. I would ... it if you could confirm the booking.

6. Please ... me know if you need any further information

TASK 3 **Arrange the sentences into complete paragraph**

I would like to reserve an accessible single room for two nights with breakfast on the 22 and 23 of April. Could I have a quiet room with a view if possible, please?	
To: info@ascot-hotel.co.uk From: David Mathews Subject: Booking 2 nights next week	
I have a promotional code (MH2219). Please can you confirm that it is £80 per night with breakfast included?	
Many thanks.	
Please could you confirm the booking? Let me know if you need any further information.	
Dear Ascot Hotel,	
I will arrive at about 10 p.m. and I have an early meeting the next morning, so please could you leave an iron and ironing board in the room?	
With kind regards, David Mathews	

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