Handout 8

UNIT 7: SPECIAL FUNCTIONS

I. VOCABULARY

Task 1: Fill in the blank with the correct words.

1. On the occasion of the 10th foundation anniversary, we organized a **r**_ _ _ _ _ _ for former employees.
2. The ACC hosted a **c**_ _ _ _ _ _ _ reception with different types of drinks for 75 guests from Europe at the Swan Hotel.
3. Those who enjoy adventurous sports can do **b** _ _ _ _ _ **j** _ _ _ _ _ _ from a bridge or cliff.
4. The Ritz Hotel has a big modern **c** _ _ _ _ _ for their guests in which they try their luck.
5. Sara Mark had their wedding **c**_ _ _ _ _ _ _ at a church before their wedding party.
6. In this city, there are not many hotels with **a**_ _ _ _ _ _ _ _ gardens where guests can enjoy outdoor parties.
7. The Hilton Hotel offers guests different **v**_ _ _ _ _ to arrange banquets for special events.
8. We offer a wide selection of menu items to **a**_ _ _ _ _ _ _ _ _ _ a variety of tastes.
9. If you want to work as a hotel **e**_ _ _ _ _ _ _ _ _ _ _, you need to know how to organize games and keep groups under control.
10. Our banquet manager will work with you to **c**_ _ _ _ _ _ _ _ your wedding reception.

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II. LANGUAGE FOCUS

Task 1: Identify the error (A, B, C or D) in each sentence and write the correct words/phrases.

1. My parents will celebrate (A) their (B) 30th wedding anniversary (C) at (D) the Sunrise Hotel next Monday.
2. We are going to make (A) the wedding cake of (B) your choice (C) if you want (D).
3. The event coordinator is going to assist (A) you about (B) the floral (C) arrangement in (D) the ballroom tomorrow.
4. We can arrange (A) for (B) a band enhancing (C) your wedding reception (D).
5. A (A) good entertainment worker is anyone (B) who loves (C) being (D) with people.
6. The hotel offers (A) many (B) interesting activities (C) tonight but my family is going to go (D) to the disco.
7. We offer (A) a wide selection in (B) menu items to accommodate (C) a variety of tastes (D).
8. I have booked at the Hilton Hotel and tomorrow they will (A) provide me with (B) an (C) outdoor venue to arrange (D) the banquet.
9. Is (A) there someone (B) who doesn't (C) know how to swim (D)?

III. LISTENING

Task 1: Listen to Ineke talking about how she got a job as a hotel entertainer in Bali, Indonesia and then complete the sentences with NO MORE THAN THREE WORDS.

1. Ineke wanted to work as a hotel entertainer to practice (1) _____ and get income.

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2. She found the job in Bali after putting her CV on a web page for jobs in (2) _____.
3. At the initial selection, she had a (3)_____ and a series of tests.
4. During the training session, she learned how to organize games, keep groups under control and (4) _____ a microphone.
5. She thought that the training was hard but (5) _____.

Task 2: Listen to the dialogue and answer the questions with NO MORE THAN FOUR WORDS AND/ OR A NUMBER.

1. What event are they planning?
2. How long is the training seminar going to take place?
3. How many guests does each breakout room handle?
4. Besides a sit-down evening meal and refreshments, what does the conference package include?
5. How much is the standard day non-residential delegate rate?

IV. READING

Task 1: Read the following brochure descriptions of Hotel Arina Sands.

Hotel Arina Sands **Kokkini Hani** 'With its fine beach facilities and splendid organized entertainments, the Arina Sands is an ideal choice for families with children." **Official Rating: A category** This lively self-contained hotel	**HOTEL ARINA SANDS** **Kokkini Hana** **OUR OPINION** A spacious hotel with good facilities and a gorgeous beach. Ideal for families. The Arina Sands is a large and comfortable hotel, especially popular

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development stands right beside a long sandy beach just a few minutes walk from the resort centre. Brightly furnished in a traditional Cretan style, its comfortable rooms are located both in the main hotel and in adjoining bungalows. Staff are friendly and helpful and top family attractions include its well-run children's amenities and marvelous entertainment programmes. Local sports and shopping facilities are also good and you'll find plenty of nearby bars and tavernas. From here, buses run regularly along the coast to the capital Heraklion.

- Large pool
- Poolside bar
- Main bar
- Air-conditioned throughout
- 2 lounges including one with TV area
- Buffet-style restaurant with pool views
- Traditional tavern
- Shops
- Basketball, volleyball
- Tennis and Squash
- Aerobics
- Water sports from beach
- Table tennis, darts, pool table
- Full entertainment program including

with families, that's situated right above a superb, sandy beach. Friendly and informal, with a reputation for typical Greek hospitality and good food, it has organized fun and games for children in our Big T Club; while mums and dads will enjoy the chance to unwind and soak up the sun,

- ✓ pool; sun terrace; gardens
- ✓ bar/ lounge; poolside tavern
- ✓ all meals buffet service
- ✓ tennis; table tennis; organized games and competitions
- ✓ TV room; games room
- ✓ Greek/ Cretan evenings with live music and folk dancing (high season, weather permitting); occasional barbecues; nightclub and disco with shows
- ✓ shops
- ✓ children's playground; playroom; early suppers;
- ✓ highchairs available

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shows and cabarets ▪ Weekly Cretan evening ▪ Disco ▪ Children's pool, organized games and events, mini-club, playroom, playground, highchairs, early suppers and babysitting on request ▪ Lifts	

Complete the table with NO MORE THAN 3 WORDS

Hotel Location	***Comfort and Atmosphere***	***Local Facilities***	***Entertainment***
➢ (1)_____ ➢ near the resort centre	➢ Comfortable rooms ➢ (2)_____ staff ➢ Wonderful (3)_____ ➢ Excellent children's amenities ➢ Friendly and informal atmosphere	➢ Good sports and shops ➢ A lot of (4)_____	➢ Children join in games in the (5)_____ ➢ Adults (6) _____ and sunbath

Task 2: Read the information about Anse Chastanet hotel and answer the questions.

Anse Chastanet

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Location: Nestling within a 600acre plantation on St. Lucia's southwest coast, this gem Anse Chastanet is 15 minutes drive from Soufriere and about 1 hour from the airport. A lot of steps from the beach to some rooms make Anse Chastanet unsuitable for those with walking difficulties.

Facilities: Dining here is in the hilltop restaurant with incredible views of St. Lucia's beautiful sunsets, or down at the beachside restaurant where dress is always casual. Life at Anse Chastanet centers around the beach, where guests can enjoy free snorkeling, windsurfing, kayaks and mini sailing. Anse Chastanet is located in the heart of St Lucia's marine reserves and for divers there's a PADI dive school right on the beach, (certified divers can pre – book a 12 dive package for £175) and beginners can join a free resort course before venturing out to explore, On land the hotel organizes select free excursions, as well as rain forest hikes, nature walks and superb biking on its unique 12 miles of private trails through tropical jungle (biking at extra cost). Complimentary water taxis are available to take guests to Soufriere and the hotel's second secluded beach. The resort also has two small shops, a library, art gallery and a full-service spa offering body and beauty treatments at extra cost.

Accommodation: Rooms (49) are beautiful, unique and traditionally decorated; each has ceiling fan, fridge, tea/ coffee making facilities, shower and an incredible view! Kuoni clients will receive a complimentary stocked mini bar (soft drinks) and fruit basket on arrival.

Superior hillside rooms (SUP): in octagonal cottages on the hill with wrap around balconies with Piton or ocean views.

Deluxe beachside rooms (BCH): are very private, with garden view and immediate access onto the beach.

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Deluxe hillside rooms (DLX): are very spacious with a huge bathroom, large balconies and some with open walls. The views of the ocean and/ or Pitons are absolutely breathtaking!

1. How long does it take to drive from Anse Chastanet to the airport?
2. Where can you have meals with informal clothes?
3. Besides kayaks and sailing, what other free activities can guests take part in?
4. Which place can guests go to relax and care for their beauty?
5. What kind of rooms should guests choose to get to the sea easily?

V. WRITING Choose the best options A, B or C

1. Our / Ballroom / can / divide / small / room/ accommodate/ small-scale/ meetings.

A. Our Ballroom can divide into small rooms to accommodate small-scale meetings.

B. Our Ballroom can be divided into small rooms to accommodate small-scale meetings.

C. Our Ballroom can be divided to small rooms that accommodate small-scale meetings.

1. Each conference room/ equip/ a headset/ microphone/ carry/ seminars.

A. Each conference room is equipped with a headset and microphone to carry out seminars.

B. Each conference room are equipped with a headset and microphone for carry out seminars.

C. Each conference room is equipped without a headset and microphone to carry on seminars.

2. We/ restaurant/ can/cater /up to/120 guests/ impressive/ local/ specialities.

A. We has a restaurant can cater for up to more than 120 guests and impressive local specialities.

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B. We are having a restaurant can be catered for up to 120 guests with impressive local specialities.

C. We have a restaurant that can cater for up to 120 guests with impressive local specialities.

3. A wide selection/ menu items/ offer/ accommodate/ need/ various/ taste.

A. A wide selection of menu items is offered to accommodate the need of various tastes.

B. A wide selection and menu items are offered to accommodate the need of a various of tastes.

C. A wide selection on menu items can offer to accommodate the need of various of tastes.

5. Our staff/ can/ assist/ you/ with/ plan/ floral/ lighting designs/ for/ your anniversary.

A. Our staff can be assist you with planning floral and lighting designs for your anniversary.

B. Our staff can assist you with plan floral to lighting designs for your anniversary.

C. Our staff can assist you with planning floral and lighting designs for your anniversary.

6. The wedding specialist/work/your wedding consultant/floral designer/ photographer/customize/your wedding reception.

A. The wedding specialist is working with your wedding consultant, floral designer, photographer for customize your wedding reception.

B. The wedding specialist will work with your wedding consultant, floral designer, photographer to customize your wedding reception.

C. The wedding specialist will be worked with your wedding consultant, floral designer, photographer to customize your wedding reception.

7. We/ arrange/ band/ enhance/ your wedding reception/ next day.

A. We will arrange for a band to enhance your wedding reception the next day.

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B. We are arranged with a band to enhance your wedding reception the next day.

C. We arrange with a band to enhance your wedding reception the next day.

8. I/ will/ take/ you/ the conference suite/ and/ show/ you/ around.

A. I will be taken up you to the conference suite and show you around.

B. I will take you over the conference suite and show you go around.

C. I will take you over to the conference suite and show you around.

9. Our guests/come/in fifteen minutes/everything/ banquet/ must/ ready by now.

A. Our guests are coming in fifteen minutes so everything for the banquet must be ready by now.

B. Our guests will come in fifteen minutes so everything for the banquet must be ready by now.

C. Our guests are going to come in fifteen minutes so everything for the banquet must be ready by now.

10. The hotel offer/ variety/ interesting activity/ tonight but my family/ go/ to the disco.

A. The hotel offers a variety of interesting activities tonight but my family is going to go to the disco.

B. The hotel offers variety of interesting activities tonight but my family is going to the disco.

C. The hotel offers a variety of interesting activities tonight but my family is going to the disco.

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