

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.

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	

