

Activity 18.

You are a hotel desk clerk. Listen to the dialog, and then complete the reservation form with the information you're here.

Name :

Prof/Dr/Mr/Mrs/Ms \_\_\_\_\_

Surname

First Name

Middle Name

Organization/Company \_\_\_\_\_

Designation/Position \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone

Facsimile

E-mail

Extra Person/s \_\_\_\_\_

Surname

First Name

Middle Name

| Type of Room                                                | Rate                                | Type of Room                        | Rate      |
|-------------------------------------------------------------|-------------------------------------|-------------------------------------|-----------|
| Deluxe Room                                                 |                                     | City View Suite                     |           |
| Single <input type="checkbox"/>                             | USD90.00                            | 1 Bedroom <input type="checkbox"/>  | USD170.00 |
| Double <input type="checkbox"/>                             | USD90.00                            | 2 Bedrooms <input type="checkbox"/> | USD270.00 |
| Junior Suite Room                                           |                                     | Corner Sunset Suite                 |           |
| Single <input type="checkbox"/>                             | USD110.00                           | 1 Bedroom <input type="checkbox"/>  | USD190.00 |
| Double <input type="checkbox"/>                             | USD110.00                           | 2 Bedrooms <input type="checkbox"/> | USD300.00 |
| Winston Executive Club<br>Level 11 <input type="checkbox"/> | USD130.000                          | Level 10 <input type="checkbox"/>   | USD140.00 |
| <b>Flight Details</b>                                       | <b>Arrival</b>                      | <b>Departure</b>                    |           |
| Date                                                        |                                     |                                     |           |
| Time                                                        |                                     |                                     |           |
| Flight Number                                               |                                     |                                     |           |
| <b>Credit Card Detail</b>                                   |                                     |                                     |           |
| Type of Credit Card                                         |                                     | Card No. _____                      |           |
| Visa <input type="checkbox"/>                               | Black card <input type="checkbox"/> | Expiry Date _____                   |           |
| Master <input type="checkbox"/>                             |                                     |                                     |           |