HOTEL RULES & VACATION INSTRUCTIONS

Instructions at a Vacation Hotel

When people go on vacation and stay at a hotel, they often receive and give instructions about cleaning, energy use, and noise. At check-in, the receptionist usually asks guests to **turn down** the TV and music after 10:00 p.m. so other guests can sleep. Before leaving the room for the beach or sightseeing, guests should **turn off** the lights and the air conditioning. They are also asked to **pick up** wet towels from the floor and hang them up if they want to reuse them, or **put them in** the basket for housekeeping to wash.

On the other hand, guests also give instructions to the hotel staff. For example, they may ask housekeeping to **clean up** the room in the morning, **take out** the trash, **wipe down** the bathroom counter, and **put away** extra pillows. If guests need to rest, they **hang a sign on** the door asking staff not to **wake them up,** and when they return in the afternoon, they turn on the AC to cool **down the room.**



VOCABULARY & GRAMMAR: PHRASAL VERBS FOR CHORES & INSTRUCTIONS

Phrasal Verb	Meaning	Hotel Example
clean up	make a room or space tidy and clean	Please clean up the room before noon.
pick up	lift something from the floor or a surface	Please pick up the wet towels from the floor.
take out	remove garbage or items from a room	Housekeeping takes out the trash every morning.
turn on	start a machine, light, TV, or AC	Turn on the air conditioning when you enter.
turn off	stop a machine, light, TV, or AC	Please turn off the lights before you leave.
turn down	lower the volume or temperature	Turn down the TV volume after 10:00 p.m.
hang up	put clothes or towels on a hook or hanger	Hang up your wet towels in the bathroom.
put away / wipe down	store items in their place / clean a surface with a cloth	Put away the extra pillows and wipe down the desk.

Grammar Rule: Separable Phrasal Verbs & Giving Instructions

- Most chore phrasal verbs are SEPARABLE. With a noun, you can put it after or in the middle: 'Turn off the TV' OR 'Turn the TV off.'
- IMPORTANT: When using a PRONOUN (it, them), it MUST go in the middle: 'Turn it off' / 'Pick them up' (NOT 'Turn off it').
- To give polite instructions or requests, use: 'Please + base verb...', 'Could you please + base verb...?', or 'Would you mind + verb-ing...?'

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GRAMMAR PRACTICE EXERCISES: HOTEL PHRASAL VERBS & INSTRUCTIONS

Exercise 1: Complete the hotel instructions with the correct phrasal verb from the box.
(clean up • turn off • pick up • turn down • take out)

1. Please _____ the lights and the air conditioning before you go to the pool.
2. Could you _____ the music after 10:00 p.m.? Other guests are trying to sleep.
3. We asked housekeeping to _____ the room while we were having breakfast.
4. Please _____ your wet towels from the bathroom floor.
5. The hotel staff will _____ the trash every morning at 9:00 a.m.

Exercise 2: Rewrite each sentence by replacing the underlined noun with a pronoun (it or them) in the correct position.

1. Please turn off the air conditioning. → Please _____.
2. Could you pick up the towels? → Could you _____?
3. Don't forget to take out the garbage. → Don't forget to _____.
4. Please hang up your wet swimsuits. → Please _____.
5. Can you turn down the television? → Can you _____?

Exercise 3: Circle the correct option to complete each hotel request or rule.

1. Before checking out, please (turn off it / turn it off) so we save electricity.
2. Guests should (hang up / take out) their wet coats in the closet instead of leaving them on the bed.
3. Would you mind (wiping down / turning on) the table on the balcony? It has some sand on it.
4. The receptionist asked us to (turn down / clean up) our voices in the hallway at night.
5. Those towels are dirty. Could housekeeping (pick them up / pick up them) right away?

Exercise 4: Write polite hotel instructions for each situation using the phrasal verb in parentheses.

1. You are the hotel receptionist. Tell a guest to lower the TV volume at night. (turn down)
   → _____
2. You are a hotel guest. Ask housekeeping to tidy your room and empty the bin. (clean up / take out)
   → _____
3. You are the hotel manager. Remind guests to switch off the lights when leaving. (turn off)
   → _____
4. You are a guest. Ask the staff to store the extra blankets in the closet. (put away)
   → _____

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