

Hotels

Read the text and complete the gaps with words or phrases from the list.

book check in check out fill in a form full board
guests half board receptionist reservation room key
single passport

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If you want a hotel room you can usually ¹ _____
one yourself, or through a travel agent's. When you make
your ² _____ you should say if you want a
³ _____ or double room and the number of
nights you want to stay. Breakfast is often included in the
price of the room, but you can also have ⁴ _____
(breakfast and dinner) or ⁵ _____ (all your
meals included).

When you arrive at the hotel you have to ⁶ _____
_____. This means you say who you are and explain
that you have booked a room. The ⁷ _____ will
then ask you to ⁸ _____, and (if you are
abroad) to show your ⁹ _____. The receptionist
will then give you your ¹⁰ _____.

Hotel ¹¹ _____ usually have to leave their
rooms before 12.00 p.m. When you ¹² _____
you will have to pay and give back your key.
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