# Checking In at a Hotel

A1 · Functional English · WORKSHEET

Name: _____ Date: _____

## 1. Who says it?

Choose Guest or Receptionist.

1. “I have a reservation.” [Guest / Receptionist]
2. “What's your last name?” [Guest / Receptionist]
3. “I'm here for two nights.” [Guest / Receptionist]
4. “Please sign here.” [Guest / Receptionist]
5. “Thank you.” [Guest / Receptionist]

## 2. Complete the check-in.

Use the word bank.

**Word bank: reservation · name · nights · sign · key card · room**

1. Guest: Hello. I have a ___.
2. Receptionist: What's your last ___?
3. Guest: I'm here for three ___.
4. Receptionist: Please ___ here.
5. Receptionist: Here's your ___.
6. Receptionist: You're in ___ 314.

## 3. Check the room number.

Choose the number that matches the words.

1. two-oh-eight [208 / 280 / 218]
2. three-fourteen [314 / 341 / 304]
3. four-oh-six [406 / 460 / 416]
4. five-twenty [520 / 502 / 250]

## 4. Create your role play.

Student A is the receptionist. Student B is the guest. Invent the information, then perform the conversation.

1. Hotel name and city:

## 4. Create your role play. (continued)

2. Guest name:

3. Number of nights:

4. Room number:

5. Write the first four lines of your dialogue.