



## WRITING

### Writing - An email to a Hotel Manager to make a reservation

#### Hotels

When traveling, we almost always stay at hotels. That's why it is advisable to pay attention to the following:

- Book a room in advance.
- On arrival, confirm your reservation. Check in at the reception.
- At large hotels you may ask for services by phone. For example, you may call for room service when you want a drink or a meal.
- Let the hotel manager know well in advance when you will leave.

#### Booking a room

To book a room you need to do one of the following:

- to make a phone call,
- to write a letter,
- or to write an email.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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