

Sample Conversation	
Front Desk:	Welcome to the Wyatt Hotel. How may I help you?
Traveler:	I'd like a room please?
Front Desk:	Would you like a single or a double?
Traveler:	I'd like a double, please?
Front Desk:	May I have your name, please?
Traveler:	Timothy Findley.
Front Desk:	Could you spell that please?
Traveler:	F-I-N-D-L-E-Y.
Front Desk:	How many are in your party?
Traveler:	Just two.
Front Desk:	How many nights would you like to stay?
Traveler:	Just tonight.
Front Desk:	How will you be paying?
Traveler:	Is Visa OK?
Front Desk:	That'll be fine. Would you like a wake-up call?
Traveler:	Yes, I'd like a wake-up call for 6:30. Do you have a pool?
Front desk:	Yes, we do. On the 2 nd floor. Here's your key. That's room 405 on the fourth floor.

You work at the front desk of a hotel. As guests come in write down their information in the table below:



- (1) How may I help you?
- (2) Can I have your name please?
- (3) How do you spell that?
- (4) Would you like a single or a double?
- (5) How many people are you traveling with?
- (6) How many nights will you be staying?
- (7) How will you be paying?
- (8) Would you like a wake-up call?
- (9) Is there anything else you would like to know?

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