

## Writing 1

Level A2 (Elementary)

**Title:** At a hotel

**Topic:** Staying at a hotel

**How to.....** **a. complete hotel forms** **b. write words when people spell them**  
**c. Writes dates correctly** **d. Use capital letters correctly**

Xiaoping is at the hotel: Think about this question;

Which room do you think he wants? Why?

a. double      b. single      c. twin      d. family      e. en suite

**The George Guest House**  
615 George street, Sydney, New South Wales, 2000, Australia  
Phone: +61 2 9355 87 66 Fax: +61 2 9354 8768  
Email: [info@georghgh.com.au](mailto:info@georghgh.com.au)

### Booking Form

Please use BLOCK CAPITALS

1. Full name: XIAOPING WANG  
2. Address: 12 -4A, DONG RUN FENG JING, SOUTH DONG FENG ROAD, CHOYANG DISTRICT, BEIJING PRC  
3. Post code: 100027  
4. Tel no: +86 010 6441 3576  
5. Number of guests: 1  
6. Type of room: single/ double/ twin/ family      Delete as appropriate  
7. Age of children: N/A  
8. Date of arrival: 22/3/07  
9. Date of departure: 23/3/07  
Method of payment: Master Card ☐ Visa ☐ Cheque ☐      Tick  
Credit card no: 5442 8777 8990 2453  
Expiry Date: 08 - 09  
Signature:

N.B. All our rooms are en suite and cost \$ 110 (AUS) per person. This price includes breakfast

### **Completing hotel forms**

Look at an example

**1. Look at the form. Find the answer to these questions. For each answer write a red number from the form.**

b. How old are your children? ☐ 1

c. Where do you live? ☐

d. What's your telephone number? ☐

e. What's your post code? ☐

f. When are you coming? ☐

g. When are you going? ☐

## 2. Match the instructions with the examples.

- |                          |  |
|--------------------------|--|
| a. Please tick (3)       | 1. single/ double/ twin/ family  |
| b. Circle                | 2. Single/ double/ twin/ family  |
| c. Delete as appropriate | 3. single <input type="checkbox"/> double <input type="checkbox"/> twin <input type="checkbox"/> family <input type="checkbox"/> |
| d. Signature             | 4. JANE BOULSON  |
| e. Use BLOCK CAPITALS    | 5. <i>J bolson</i>   |

## 3. Are these true (T) or false (F)?

- a. N.B= This is not important information. ....F....
- b. N/A = I don't need to give an answer. ....
- c. Date (UK/ Australia) = Day/ month/ Year .....

Did you know.....?

Full name = first name + last name

NOT Last name + first name

Date (UK/ Australia) = Day/ Month/ Year

BUT

Date (US) = month/ Day/ Year

Post code (UK) = Zip code (US)

## 4. Write these dates in numbers.

- |                      | UK      | US      |
|----------------------|---------|---------|
| a. 2 December 2007   | 2/12/07 | 12/2/07 |
| b. 8 April 2010      |         |         |
| c. 13 July 2008      |         |         |
| d. 30 September 2012 |         |         |

## 5. Write your full name in BLOCK CAPITALS and add your signature.

|                |
|----------------|
| Name           |
| Signature      |
| Post/ zip code |
| (today's date) |

For seven day

Focus on ....  
CAPITAL LETTERS

These words always begin with a capital letter:

- a. names of people, days, places, languages, nationalities.....
- b. The first word in a sentence.
- c. First person personal pronoun, e.g. **I** am sixteen years old

Correct the mistakes. In this given text.

Share your experience:

Last week. i stayed in new York hotel from monday to wednesday.

the room was cold and the shower didn't work.

my english is good but the receptionist was rude. she said she didn't understand. her name is suzanne elliot.

Write

You want to visit New York with a friend. You want to stay for seven nights starting on 24 March.

Complete this online registration form.

Newtown Blue hotels Group

Online Registration

\*You must complete this information.

1. details of your stay

\*Hotel

\*Arrival Date

\*Arrival Time

\*Departure Date

\*Departure Time

\*Type of Room

\*Numbers of guests

2. guest Information

\*First Name

\*Last Name

\*Company

\*Number/ Street name

\*City

\*State

\*Zip/ Post Code

\*Country

\*Telephone

\*Fax

\*Email

Think of a city you would like to visit. Search the internet for the Website of a hotel in that city.

- If the hotel has an online enquiry form, complete it.