* Essential vocabulary
* to reserve a room in a hotel = to book a room in a hotel *I’d like to book = reserve a single room for two nights.* reservation *=* booking

reservation request advance reservations

*The advance reservations clerk deals with reservation enquiries and with allocation of accommodation.*

guaranteed *=* non-guaranteed reservation to make a reservation

to accept a reservation

to reject *=* refuse a reservation to cancel a reservation

to change a reservation

to conflrm a reservation (in writing)

reservation form

to flll in *=* complete a reservation form

booking

to make a booking to cancel a booking to accept a booking to refuse a booking

overbooking

*It is necessary to monitor the number of reservations in order to control overbooking.*

* to arrive

Remember: the most usual prepositions after *arrive* are *in* and *at.*

arrive in a country *=* city *=* town etc.:

*I arrived in England on a beautiful morning in May.*

arrive at a building.:

*Call me when you arrive at the airport.*

arrival

arrival date *=* date of arrival

* to stay *to live or be in a place for a short time as a visitor* *I stayed in Montreal for two weeks.*

*They said they would stay at =in a hotel.*

stay

*She planned a short stay at =in a hotel to celebrate their anniversary.*

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* to depart (from a place)

*We would like to remind all our guests to leave their keys at reception before they depart.*

departure

departure date *=* date of departure

* deposit a sum of money which you pay as the flrst part of the total payment for something

to pay a deposit

*You’ll have to pay a deposit. A deposit isn’t required.*

*Is a deposit required?*

* to assign a room

to allocate a room on the ground (flrst, second, *: : :* ) °oor allocation of accommodation

* Practice

1. Join the parts to get a complete sentence.
   1. The restaurant is so popular
   2. Please let us know if you wish to cancel
   3. The concierge can
   4. Many campsites require reservations, especially during
   5. They advised us to book early
   6. As the hotel was fully booked up,
   7. The advance reservations clerk deals
   8. Hotels have to monitor the number of reservations
   9. Guests should leave room keys at the reception desk

* the receptionist advised us to try some other hotel. b it’s almost impossible to get a reservation.

c the summer holiday season.

d in order to control overbooking. e if we wanted to get a room.

f before they depart.

g with allocation of accommodation. h your reservation.

i make dinner or theatre reservations for you.