(Unit 11) webWorkSheet

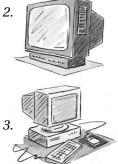
1 Booking a room

First read the dialogue, then complete it.

- Whitegates Hotel, can I _____ you?
- I'd like to ______ a room, please.
- For when would you like to make the _____?
- From the 20th to the 25th of July, if that's _____
- Would that be a double or a _____ room?
- A double room, please.
- With bath or _____?
- How much is the room with a bath?
- 57 pounds during high ______ from June to September.
- Is that per person?
- No, that's the standard ______ for a double room.
- Do you _____ credit cards?
- Yes, but only Visa and Access.
- Fine. ______ you book the room for us, please?
- Yes, of course. _____ I have your name and _____, please?
- Yes. My name is ...

2 What do you think?

Compare the items in the pictures using some of the adjectives given. Can you think of other adjectives that would fit? *cheap* • *expensive* • *fast* • *important* • *interesting* • *modern* • *practical Example:* I think an **e-mail letter** is faster than **regular mail**.



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2. I think a is than a radio.	

3. I think a ______ is _____ than a telephone.

4. I think a ______ is _____ than a fax machine.

3 A busy day in the office

Marga Schäfers works for a computer company. What does she do on a busy day? Fill in the verbs. *answer* • *greet* • *hire* • *keep* • *make* • *write* (2x)

- 1. Marga ______ letters and even* more faxes and e-mails on the PC. *sogar
- 2. She ______ the phone and is always very friendly even when things get hectic.
- 3. She ______ reports and ______ records of all meetings and correspondence.
- 4. She ______ appointments for her boss.
- 5. Sometimes she has to _____ workers.
- 6. Of course, she ______ visitors, too.



