

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.



2.

1. I think a _____ is _____ than an answering machine.

2. I think a _____ is _____ than a radio.



1.

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



4.



3.

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.