

A2

BUSINESS TRAVEL

≈ 27 MIN

Hotel Check-in and Check-out – *practice on paper*

You have built the lesson — now lock in requests, reservations and invoices, brick by brick. New examples, same patterns.

An item: **Could I have ...?** · An action by staff: **Could you ...?** · Reservation: under the name

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT THE REQUESTS · APPROX. 4 MIN



Add the opening in your head. You want to receive something → left column. You want the staff to do something → right column.

a second key card

call me a taxi for 7 a.m.

print my boarding pass

a phone charger

a map of the city

carry my bag to the lift

an iron

repeat the room number

bring two bottles of water to room 412

a different room

COULD I HAVE ...? (AN ITEM)

COULD YOU ...? (AN ACTION)

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN



Fill each gap with the fitting word. The hint in brackets tells you what the gap has to do.

01 Good morning. I'd to check out of room 305. [verb: the wish frame from the lesson]

02 We have two rooms the name Hartmann. [preposition: the fixed phrase for a booking]

03 Could have a wake-up call at 6.30 tomorrow? [I / you: you want to receive something]

04 Excuse me, show me the way to the breakfast room? [I / you: you ask the staff to do something]

05 My firm pays by bank transfer, made out to the company. [invoice / receipt: the document so I need an that asks the firm to pay]

06 Can I a hairdryer from reception? [get / become: choose the one that means bekommen]

07 We arrived early. Is our room now? [ready / free: the one that cannot mean kostenlos]

08 I left my at reception before the meeting. [luggage / luggages: it takes no s]

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence hides exactly one mistake. Underline it and write the whole sentence correctly.

01 I have a reservation on the name Keller.

02 Could I become an invoice for the conference fee, please?

03 Is parking include in the room price?

04 We are staying for three night, until Monday.

05 I arrived at nine. Is my room free now?

06 I'd like check out at noon, please.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one sentence for each prompt. Keep the patterns in mind: wish, request, name the problem first.

01 Your arrival: name your reservation with "under the name" and say how many nights you are staying.

02 Your wish: ask with "Could I have ...?" for an item for your room.

03 Your problem: name a small problem in your room, then ask for help with "Could you ...?"

04 Your departure: say with "I'd like to check out" that you are leaving, and ask for an invoice for your company or a place for your luggage.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I say "I'd like to ..." with "to" and the base form of the verb.
- ☐ I ask with "Could I have ...?" for things and with "Could you ...?" for an action.
- ☐ I know a reservation is "under the name", and "get" or "have" means receive while "become" means werden.
- ☐ I tell "invoice" (Rechnung) from "receipt" (Quittung) and ask "Is my room ready?" instead of using "free".

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

- | | |
|---|---|
| <p>01 a second key card → Could I have ...?
<i>A card is an item.</i></p> <p>02 call me a taxi for 7 a.m. → Could you ...?
<i>The staff are to do something.</i></p> <p>03 print my boarding pass → Could you ...?
<i>An action by the staff.</i></p> <p>04 a phone charger → Could I have ...?
<i>An item you receive.</i></p> <p>05 a map of the city → Could I have ...?
<i>A map is an item.</i></p> | <p>06 carry my bag to the lift → Could you ...?
<i>An action, not an item.</i></p> <p>07 an iron → Could I have ...?
<i>An item for the room.</i></p> <p>08 repeat the room number → Could you ...?
<i>The staff are to say something.</i></p> <p>09 bring two bottles of water to room 412 → Could you ...?
<i>The staff are to bring something.</i></p> <p>10 a different room → Could I have ...?
<i>You ask for something you receive.</i></p> |
|---|---|

BRICK 2 · FILL-IN

- | | |
|---|---|
| <p>01 I'd like to check out of room 305.
<i>"I'd like to ..." is the wish frame.</i></p> <p>02 Two rooms reserved under the name Hartmann.
<i>The fixed phrase is "under the name".</i></p> <p>03 Could I have a wake-up call at 6.30?
<i>You receive something: "Could I have ...?"</i></p> <p>04 Could you show me the way to the breakfast room?
<i>The staff act: "Could you ...?"</i></p> | <p>05 I need an invoice made out to the company.
<i>The firm is to pay — that is the invoice.</i></p> <p>06 Can I get a hairdryer from reception?
<i>"Get" means receive; "become" means werden.</i></p> <p>07 Is our room ready now?
<i>"Free" can mean at no cost; "ready" is clear.</i></p> <p>08 I left my luggage at reception.
<i>"Luggage" takes no s.</i></p> |
|---|---|

BRICK 3 · CORRECT

- | | |
|---|--|
| <p>01 I have a reservation under the name Keller.
<i>The phrase is "under the name", not "on".</i></p> <p>02 Could I have an invoice for the conference fee, please?
<i>"Become" means werden; receive is "get" or "have".</i></p> <p>03 Is parking included in the room price?
<i>The question needs "included" with -ed.</i></p> | <p>04 We are staying for three nights, until Monday.
<i>After "three" comes the plural: nights.</i></p> <p>05 I arrived at nine. Is my room ready now?
<i>"Free" can mean at no cost; ask with "ready".</i></p> <p>06 I'd like to check out at noon, please.
<i>After "I'd like" comes "to" plus the base form.</i></p> |
|---|--|

BRICK 4 · WRITE

Your sentences may differ — just check that wish, request and problem match the patterns.

- | | |
|--|--|
| <p>01 "I have a reservation under the name Berger for two nights."
<i>Reservation with "under the name"; stay counted in "nights".</i></p> <p>02 "Could I have a desk lamp, please?"
<i>An item after "Could I have"; with "please".</i></p> | <p>03 "The air conditioning isn't working. Could you send someone, please?"
<i>Problem first, then the request with "Could you".</i></p> <p>04 "I'd like to check out. Could I have an invoice for my company?"
<i>Wish with "to", then the request for the invoice.</i></p> |
|--|--|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Airport English

englisch-lehrer.com/en/lessons/airport-english

PREREQUISITE

Spelling Names and Numbers

englisch-lehrer.com/en/lessons/spelling-names-numbers-phone

ALL LESSONS

45+ free lessons

englisch-lehrer.com/en/lessons

HANOVER

Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN

Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES

englisch-lehrer.com/online
worldwide on Zoom

CONTACT

+49 511 4739339
james@englisch-lehrer.com

