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## HOTEL RECEPTIONIST CHEC...

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**Updated:** 10/18/2017

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### HOTEL RECEPTIONIST

Level: Intermediate +Ages: all agesTime 10 15 minutesMaterials: slips of paper with prompts on themPurpose: fluency practiceMethod:Step one the teacher prepares slips of paper with problems written on them one for eachmember of the class (there are some samples here but some may not be suitable for yourclasses).Step two the teacher forms the class into groups of six and distributes the slips. Stud...

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### FRONT DESK - EARLY SHIFT - CHECK LIST

for ReceptionistsUser GuideYou may have used Check Lists before and do not require help from a User Guide please feel free to continue and use the form starting on the next page belowPurpose of a Check ListA Check List is meant to help you be more organised We all have lots of things to do and mightforget certain tasks from time to time The Check List will help you remember the most importantthings...

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### NO.

Topic: Hotel Check-inMaterial: Business English (Business Trip)Objectives: At the end of the lesson, the students will be able to: 1. Learn some useful expressions. 2. Learn to construct grammatically correct sentences. 3. Learn to check into a hotel.WARM-UP: PICTURE DESCRIPTIONDirections: Use your own words to describe the picture below.VOCABULARY How may I help you? Five star hotel Reservation S...

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