



Multibhashi



Writing an email to book a hotel room



Class Objective

To learn how to write semiformal letters to book a hotel room, conference place, etc.





Concept A: Vocabulary related to hotel booking

1. Un hôtel - A hotel
2. Une auberge de jeunesse - Youth hostel
3. Un gîte - A guest house
4. Une chambre simple - A single room
5. Une chambre double - A double room
6. l'heure limite d'occupation - Check-out time
7. Un hôtel quatre étoiles - Four star hotel



Concept A: Vocabulary related to hotel booking

- 8. Une chambre d'hôtes - Bed and breakfast
- 9. Être complet - Fully booked
- 10. Disponible - Available
- 11. Réserver - To book
- 12. Annuler - To cancel
- 13. Un courriel - An email
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Concept B: Writing a letter to book a room

- In semiformal letters you will use formal salutations and closing:
Salutations - Bonjour Monsieur / Madame
Closing - Sincèrement (sincerely), Recevez mes sincères salutations
(please receive my sincere regards),
Veuillez agréer monsieur/ madame mes meilleures salutations.
(Madam, please accept my best regards)



Concept B: Writing a letter to book a room

Lyon, Le 30 juillet 2020

Bonjour Monsieur,

Je voudrais réserver une chambre double à votre hôtel pour deux nuits du 15 août au 17 août. Nous arrivons à Paris, le matin du 15 août. Nous voulons une chambre d'hôtes.

S'il vous plaît, répondez-moi le plus tôt possible si une chambre est disponible chez vous. Dites-moi aussi de l'heure limite d'occupation pour que je réserve un billet de retour.

Recevez mes sincères salutations.

Roland.

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