

## The Central Hotel, Melbourne, Australia

The Central, originally built and opened in 1961, has been completely renovated and upgraded to a 4-star standard. The 86 hotel rooms and suites, restaurant and bar have all been thoroughly refurbished. Recent additions include al fresco eating areas, café, bar and fully-equipped meeting rooms.



### **TASK:**

**Write an email to the hotel stating your requirements and asking for further information.**

### **SAMPLE ANSWER 1**

Hello

I have just found your website and would like to make a few enquiries about your hotel and its facilities.

I am looking for accommodation for a group of six post-graduate students. The purpose for our stay is mainly to have a relaxing break, but we will also be doing some planning for a university business studies project. We require three rooms with twin beds for two nights, 16-18 April. We would require bed, breakfast and evening meal.

Your website says that you have 'fully-equipped meeting rooms'. Please could you explain what 'fully-equipped' means and let us know how much it would cost to hire one of these rooms for half a day?

We look forward to hearing from you.

Best wishes

## SAMPLE ANSWER 2

Dear Sir or Madam,

I have just found details of your hotel on the Internet. You seem to offer exactly the kind of facilities I am looking for.

I require accommodation for myself and a group of colleagues for four nights in September next year. These are our details:

- Dates: 2-5 September
- Rooms: four double rooms + two single rooms
- Conference facilities for ten people
- Full board

I should explain that we are a group of college graduates from Spain who are in the process of setting up our own company. Our main reason for visiting Australia is to have a relaxing holiday with our partners, but we will also need a room where we can spend time on our business plans. Is there a meeting room in your hotel where we could meet for 2-3 hours each day of our stay? If so, does the room have audio-visual facilities: projector, screen, internet access etc.?

We look forward to hearing from you.

Best wishes,

Adapted from:

**Real Writing 4** with answers for self-study. Simon Haines.  
Cambridge English Skills. Cambridge University Press 2008.