

## Booking a Hotel Room

Not sure how to book a hotel room in English? Let us help you! If you are traveling for business or vacation, then this is important to be able to do, as you'll need a place to stay while traveling.

Here we'll introduce you to essential phrases that you can use when booking your room and during your stay at a hotel. Have a look and get prepared for your next trip!

### Essential Phrases

- › Booking a Room: Guest
- › Booking a Room: Receptionist
- › During the Stay: Guest
- › Checking Out

### Answers to the Most Common Questions

## Booking a Room: Guest

Below, we've collected phrases that you'll need when booking a room over the phone or once you arrive at check-in. Use them the next time you need a hotel room.

I would like to book a room for the 7th of July.

Do you have any rooms available from the 11th to the 15th of November?

I'd like a single room, please.

I would like to have a room with a view of the lake.

Is breakfast included?

When can I check in?

When is checkout?

Can someone help me with my bags?

Where should I park?

## I would like to book a room for the 7th of July

If you call a hotel and would like to book a room, then use the sentence pattern **I would like to book a room for + DATE**. In response, the hotel employee will probably ask follow-up questions. Here is an example of one **Will you only be staying with us for the one night?**.

## When is checkout?

When you book a hotel room, you usually have to leave by a certain time on the last day of your stay. This time is called checkout. It's important to know when your checkout is. If you miss it, then you'll have to pay a fee or for an extra night in the hotel. Here is an example of a hotel employee saying when checkout is **Checkout is by 10 o'clock on the day of your departure**.

## Booking a Room: Receptionist

Hotel front desks are your first stop when arriving at a hotel. There you can book a room, check in, and ask questions. Below you'll find different phrases that receptionists may say to you once you arrive or book a room.

Do you have a room reservation?

How long will you be staying with us?

How many nights would you like to stay?

How many guests are with you?

What kind of room would you like?

I'm sorry we don't have any rooms available.

The room includes free breakfast.

There's a great view from the room.

Here is your room key and number.

Check-out is until 10am.

Do you need a wake-up call?

Do you need help with your bags?

Is there anything else we can help you with?

Thank you for staying with us!

### What kind of room would you like?

Hotels usually offer different types of rooms to stay in. Some examples are singles, doubles, and suites. When booking a hotel room it's possible to request a specific type of room. For example, you could say something like **Do you have any suites available?**.

### Do you need a wake-up call?

If you request a wake-up call, then somebody from the front desk will call you at a specified time in the morning. This is done to make sure you wake up or are already awake. This is useful if you have something planned in the morning that you don't want to miss.

## During the Stay: Guest

The following phrases are useful during your stay at a hotel. Use them for different things, like when you have problems with your room or would like to order room service.

I'd like to change my room.
The room is too noisy.
Could I get a wake-up call?
I'd like to order room service.
I've lost my room key.
Could I get some extra towels?
Where is the swimming pool?
How long is breakfast?

### I'd like to order room service

Most large hotels with a kitchen offer room service. This means that you can call down to the receptionist and order food from the kitchen. The food will then be cooked and brought directly up to your room. When you call to order room service, the receptionist will usually ask **What can I get you?**.

## Checking Out

Before you can leave a hotel, you'll need to check out. Below are phrases that are useful when doing this.

I would like to check out.
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We'd actually like to stay another night.

What room number did you have?

May I have your room key, please?

We hope you enjoyed your stay with us.

We had a very pleasant stay.

### We hope you enjoyed your stay with us

This expression is commonly said by receptionists when you check out from a hotel. You can respond by saying something like [It was excellent, thank you.](#)

## Answers to the Most Common Questions

What are the most essential English phrases that I should know when going to a hotel?

I would like to book a room for the 7th of July.

Do you have any rooms available from the 11th to the 15th of November?

Do you have a room reservation?

I'd like to order room service.

When is checkout?

Is there anything else we can help you with?

The room is too noisy.

Could I get some extra towels?



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