

1 Read this brochure and the sentences then answer the questions.

*The Pacific Hotel*

<p>The Pacific Hotel offers a range of facilities and services to business guests. When you arrive at the airport, you can take our free airport transfer service direct to the hotel. The buses leave every hour. Alternatively, guests can hire a car and use our free parking in the covered garage.</p> <p>Our business centre is equipped with high-speed broadband Internet access and three printers, but we also have a courier service for sending important documents.</p>	<p>We have installed audio-visual equipment in all our meeting and conference rooms. Business guests can hold professional meetings or give presentations. You can also do video-conferencing with people abroad. Guests who need an assistant to take notes, do translations, or make phone calls can use our secretarial service.</p> <p>At the weekend, you can relax and go on one of our many excursions to the city centre or the beach. We also have an evening floor show several times a week.</p>
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- 1 What does the hotel offer from the airport? *A free airport transfer service.*
- 2 Where can guests park their cars? .....
- 3 What kind of Internet access do they have? .....
- 4 What can guests use to send documents? .....
- 5 What has the hotel put in their meeting and conference rooms? .....
- 6 What can guests do with people abroad? .....
- 7 Which service provides translations? .....
- 8 What does the hotel offer at weekends? .....
- 9 What do they have some evenings? .....

2 Underline the correct words to complete the sentences.

- 1 All our conference rooms have a projector *but / so* you can use PowerPoint.
- 2 There is a small screen in the meeting room *and / but* no TV.
- 3 *Both / So* air conditioning *and / but* pay-per-view films are standard in our rooms.
- 4 Every room has Internet access *both / but* you need a password.
- 5 Our conference rooms do not have computers *and / so* you need to use a laptop.
- 6 *Both / but* the banqueting room *so / and* the business centre have disabled access.
- 7 The hotel has 24-hour room service *both / so* you can order food and drinks at any time.
- 8 The photocopier is broken *and / but* you can use the fax to copy documents.

3 Put the words in the correct order to make answers to the questions.

- 1 Do you have facilities for business travellers? *fast broadband / centre is / Our business / fully equipped / and has*  
*Our business centre is fully equipped and has fast broadband.*
- 2 And what about secretarial services? *a range of / We offer / secretarial services / and conferences / for meetings*  
.....
- 3 Can you tell me about your in-room facilities? *and pay-per-view / TV / has Internet access / Every room*  
.....
- 4 Can you tell me a little about your conference facilities? *The hotel / meeting room / boardroom-style / has a*  
.....
- 5 What about audio-visual equipment? *digital projectors / We have / and microphones / both*  
.....
- 6 And what about business services? *has a / facilities / The hotel / courier service / and / video-conferencing*  
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