



Hotel Check-in in English: Phrases for Reception and Registration

77 words

ENGLISH	TRANSCRIPTION
check in	[tʃek ɪn]
check out	[tʃek aʊt]
reservation	[ˌrezə'veɪʃən]
booking confirmation	[ˈbʊkɪŋ ˌkɒnfə'meɪʃən]
reception desk	[rɪ'sepʃən desk]
front desk	[frʌnt desk]
guest	[ɡest]
guest name	[ɡest neɪm]
passport	['pɑːspɔːt]
ID card	[aɪ diː kɑːd]
credit card	['kredɪt kɑːd]
deposit	[dɪ'pɒzɪt]
room key	[ruːm kiː]
key card	[kiː kɑːd]
room number	[ruːm 'nʌmbə]
floor	[flɔː]
elevator	['elɪveɪtə]
single room	['sɪŋɡl ruːm]
double room	['dʌbl ruːm]
twin room	[twɪn ruːm]
suite	[swiːt]
nightly rate	['naɪtli reɪt]
total cost	['təʊtl kɒst]
tax	[tæks]

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city tax	[ˈsɪti tæks]
breakfast included	[ˈbrekfəst ɪnˈkluːdɪd]
Wi-Fi password	[ˈwaɪfaɪ ˈpɑːswɜːd]
checkout time	[ˈtʃekɑʊt taɪm]
early check-in	[ˈɜːli tʃek ɪn]
late check-out	[leɪt tʃek aʊt]
luggage storage	[ˈlʌɡɪdʒ ˈstɔːrɪdʒ]
bellboy	[ˈbelbɔɪ]
registration form	[ˌredʒɪˈstreɪʃən fɔːm]
signature	[ˈsɪɡnətʃə]
amenities	[əˈmenɪtɪz]
minibar	[ˈmɪnɪbɑː]
wake-up call	[ˈweɪk ʌp kɔːl]
complimentary	[ˌkɒmplɪˈmentəri]
upgrade	[ˈʌpgreɪd]
no-show	[nəʊ ʃəʊ]
receptionist	[ˌrɪːˈsepʃənɪst]
booking	[ˈbʊkɪŋ]
booking reference	[ˈbʊkɪŋ ˈrefrəns]
confirmation number	[ˌkɒnfəˈmeɪʃən ˈnʌmbə]
arrival	[əˈraɪvəl]
departure	[dɪˈpɑːtʃə]
length of stay	[leŋθ əv steɪ]
incidentals	[ˌɪnsɪˈdentlɪz]
lobby	[ˈlɒbi]
payment method	[ˈpeɪmənt ˈmeθəd]
check-in time	[ˈtʃekɪn taɪm]

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arrival date	[ə'raɪvəl deɪt]
departure date	[dɪ'pɑ:tʃə deɪt]
confirm	[kən'fɜ:m]
fill in	[fɪl ɪn]
register	['redʒɪstə]
bill	[bɪl]
invoice	['ɪnvɔɪs]
cancellation	[,kænsə'leɪʃən]
cancellation policy	[,kænsə'leɪʃən 'pɒləsi]
concierge	[,kɒnsɪ'eə]
porter	['pɔ:tə]
safe	[seɪf]
extra bed	['ekstrə bed]
connecting rooms	[kə'nektɪŋ ru:mz]
smoking room	['sməʊkɪŋ ru:m]
non-smoking room	[nɒn'sməʊkɪŋ ru:m]
ground floor	[graʊnd flɔ:]
modify	['mɒdɪfaɪ]
fully booked	['fʊli bʊkt]
extra person charge	['ekstrə 'pɜ:sn tʃɑ:dʒ]
surcharge	['sɜ:tʃɑ:dʒ]
walk-in	['wɔ:k ɪn]
express check-in	[ɪk'spres tʃek ɪn]
room service	[ru:m 'sɜ:vɪs]
voucher	['vaʊtʃə]
family room	['fæmɪli ru:m]

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Open

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20 phrases

ENGLISH

I have a reservation under the name...

I'd like to check in, please.

Could I see your passport, please?

Could you fill in this registration form?

What time is breakfast served?

Is breakfast included in the price?

Could I get the Wi-Fi password?

What time is check-out?

Can I check out later?

Is there an extra charge for late check-out?

Could I store my luggage here?

Is there a lift to the third floor?

Could I get a room on a higher floor?

Is there a deposit required?

Can I pay by credit card?

Is it possible to upgrade my room?

Could I get a wake-up call at 7 a.m.?

Where is the breakfast room?

Thank you, that's all I need.

Enjoy your stay!

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