

Conference facilities

Part 2

• Present simple

1. They hockey at school. (*sometimes/play*)
2. She..... e-mails. (*not write*)
3. you..... English? (*speak*)
4. My parents fish. (*not like*)
5. Andy's brother..... in an office. (*work*)
6. ... Elisabeth cola? (*drink*)

► Present simple

1. sometimes play
2. doesn't write
3. Do you speak
4. don't like
5. works
6. Does Elisabeth like

Passive – Make passive sentences first.
Then make negative and interrogative sentences (for sentences 1,3,4 and 5).

1. Somebody accused me of stealing money.
2. They didn't make a decision yet.
3. Someone will read you another chapter next time.
4. He cleans windows every day.
5. She will not send that letter.

1. I was accused of stealing money.
2. A decision wasn't made...
3. You will be read another chapter next time./Another chapter will be read to you...
4. Windows are cleaned...
5. That letter won't be sent...

odd one out

1. slippers, mini bar, safe box, flip chart

_____ is/are different because it/they doesn't/don't belong to the _____ facilities

2. laundry, conference hall, lectern, exhibition hall

_____ is different because it doesn't belong to the _____ facilities

3. ballroom, café, nightclub, TV lounge

_____ is different because it doesn't belong to the _____ facilities

Conference facilities

Part 2

conferences,
audio-visual
equipment,
located, wi-fi,
facilities, PCs,
banquets,
catering,
secretarial,
with, available,
seminars,
seating

CONFERENCE FACILITIES

Our conference hall has a _____ capacity of 200 guests. It is _____ on the ground floor, in a quiet area of the hotel. It is an ideal space for _____, _____ and lectures. For smaller events, it can be divided into three separate rooms. Our conference _____ also include a banqueting hall and a boardroom. They are all fully equipped with _____ and free _____.

We can arrange _____ for your event, from coffee breaks and light snacks to _____.

Our business centre with office facilities is _____ to all guests. It is equipped _____ copying and fax machines, _____ and laptops. We also offer _____ and translation services.

DESCRIBING HOTEL CONFERENCE FACILITIES

(room size, layout, contents, location,
equipment)

Describing room

- **SHAPE:**

It's L-shaped / rectangular / square / round.

- **SIZE:**

*It's 8 metres **wide** and 13 metres **long**.*

- **CAPACITY:**

*It has **a seating capacity** of 70.*

*It can **seat / take** up to 70 people in theatre style.*

***It can hold** 16 people in boardroom style.*

***It seats** 60 people.*

Room layout

- *It's set out in boardroom style.*
- *It's arranged for a cocktail party.*
- *The seats are arranged in theatre style.*

Room contents

- *The conference room **is equipped with cutting-edge technology devices.***
- ***It's got (has got) free Wi-Fi.***
- ***It contains state-of-the-art audio-visual equipment.***
- ***Flip charts and markers are provided on request.***

Services

- ***We have a full / wide range of secretarial services.***
- ***We offer all kinds of translation services.***
- ***We have a fully equipped business centre.***
- ***Our services include teleconferencing.***

FILL IN THE
TEXT
DESCRIBING A
CONFERENCE
ROOM WITH
THE MOST
APPROPRIATE
WORD.

The conference room is rectangular; it is 10 metres ___ and 15 metres ___. It is suitable for _____ meetings as well as _____. It has the ___ of 40 people in _____ style, and it can hold 20 people in _____ style. The room is equipped with ___, ___, _____, _____. It has complimentary _____.

The conference room _____ big windows providing natural _____.

Our _____ centre is at your disposal if you need any photo- copies or _____ services. ___ and ___ during coffee breaks can be arranged with our banqueting team.

Choose the right phrase (a–i) and finish up the sentences (1–9).

- A. The business centre is equipped with . . .
- B. There are . . .
- C. The dimensions of the conference room are . . .
- D. The boardroom can seat up to . . .
- E. The conference room contains . . .
- F. We have got . . .
- G. The room has a capacity of . . .
- H. We can provide . . .
- I. The largest conference room is . . .

- 1. a projector, screen, lap top and free Wi-Fi
- 2. 20 metres by 10 metres
- 3. 100 people
- 4. Refreshments
- 5. 30 metres wide and 20 metres long
- 6. toilets outside every conference room
- 7. 20 delegates comfortably
- 8. an interactive whiteboard
- 9. fax machines, copying machines, PCs

- **VENICE ROOM**

- *Size:* 16 m×16 m
- *Uses:* exhibitions, meetings, wedding, receptions
- *Seating capacity:* 215 theatre style, 220 reception style
- *Equipment:* air-conditioning, PA system, lectern, projector and screen
- *Other:* large windows providing natural daylight, stage area

- **PALACE HALL**

- *Size:* 43 m×46 m + 8 m×5 m
- *Uses:* major international conferences
- *Seating capacity:* 3900 (theatre style only)
- *Equipment:* projection room, screen, simultaneous translation facilities
- *Other:* bar, coffee lounge, toilets

WRITING

- You work as a conference manager at the Hotel X and you received the following e-mail from a client who is interested in holding a hospitality conference at your hotel. Respond to the e-mail

- to: hotelX@yahoo.com
- subject: conference facilities

I am writing to you regarding a conference we are planning to hold in November of this year in your hotel.

We expect about 100 delegates, who will also stay in your hotel for two nights, probably on a Friday and a Saturday. We will need a large conference room for opening and closing ceremony and a number of smaller rooms for other sessions. We will also need a space in which refreshments and light snacks can be served during coffee breaks. We plan to have a gala dinner on Saturday.

I would be grateful if you could send me more information about your conference facilities together with your rates. I would also like you to inform me about social events and leisure activities that can be arranged for conference participants.

I am looking forward to your reply.

Kind regards,

B. Green