

Name: _____

Date: _____



Tom: Hi, I'll be checking out tomorrow since my trip is just about over. I noticed there's always a line at the front desk here in the mornings. Is there any way to avoid that?

Clerk: Yes sir. You can use your room computer to check out. Just go to our website, enter your room number and your credit card information. You will find a list of all your charges there, including any from our room service. It only takes a few minutes.

Tom: Thanks, you've been very helpful.

1. I'll be checking out _____

2. I noticed _____

3. There's always a line _____

4. You can use _____

5. You will find a list of _____