



Hotel Check-out

Let's learn some of the important phrases to check out of a hotel in English.



When you see this image, it's a phrase you might hear the receptionist say.



When you see this image, it's a phrase you might say.

Good morning!

Good afternoon!

Good evening!

Hello!

Hi!

Welcome to ...!

When you start the check-out process you will usually start with a greeting.





Sometimes the receptionist will open the conversation with a phrase.

How can I help you?

What can I do for you?

Are you checking out?



Sometimes you can open the conversation.

I'm checking out today.

I'd like to check out, please.



The receptionist will need to confirm some details with you to check out correctly.

What is your name?

What is your room number?



Provide the information that the receptionist asks for.

I'm Alex Scott.

My name is Alex Scott.

I'm in room number 405.



If you haven't already paid online or there are some extra charges, you will be asked about payment method.

How will you be paying today - card or cash?

We already have your credit card details, will we be charging the same card?



You need to confirm the type of payment you want is available.

Can I pay by card, please?

Do you accept credit cards?



Make sure you check the final price. You may need to ask some extra questions to ensure the price is correct.

Did you have breakfast this morning?

Did you make any calls?

The total is \$....

That'll be \$...



Double check the price is correct!

Please can you check to see if the amount is correct?

Please check these details then sign below.

Here's your receipt!



The receptionist will end the conversation with a polite phrase and you can respond with your farewell.

I hope you enjoyed your stay with us.

Have a safe flight/journey!

Have a lovely day!