

Task Title: Book a Hotel Room Online

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will explore search parameters for booking a hotel room on the Holiday Inn website and select the best option.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Complete and create documents/B3.2
* Use Digital Technology/D.2

**Materials Required:**

* Pen/pencil and paper
* Computer or digital device

# Learner Information

Travelers often book hotel rooms online to ensure that rooms are reserved in advance. Administrative assistants may be asked to book hotel rooms for an employer or other employees. Many people also book hotel rooms in advance for vacations and personal travel.

Copy and paste the address for Holiday Inn into the web browser of the computer**:** <https://www.ihg.com/holidayinn/hotels/us/en/reservation>

Read the Scenario provided.

**Scenario**

Your supervisor has asked you to book a hotel room for the night of September 1st according to the following conditions:

* You must find the cheapest room rate
* The hotel must have parking available
* The hotel must have an indoor pool
* The room is for one adult for one night in Kitchener-Waterloo, Ontario.

# Work Sheet

**Task 1: On the Holiday Inn website, complete the Destination, Number of Nights, Rooms & Guests, and Rates fields, then click “Book Now”. How many hotels were found?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 2: Look at the available hotel options that came up for Kitchener-Waterloo. Which hotels have parking and an indoor pool?**

Answer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 3:** **Choose the hotel with the lowest price showing and write down the name and address.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: Click on “Select Hotel” to explore the different room options for the hotel identified in Task 3. Choose the room that meets your needs and click “View Prices”. Which room did you choose and how much will it cost before taxes?**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 5: Click “Select” for the room chosen in Task 4. Skip the “Add Extras” page. Write down the information you would need to provide to complete your reservation and book this hotel room.**

**(Do not actually complete the reservation.)**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: Complete the Destination, Number of Nights, Rooms & Guests, and Rates fields, then click “Book Now”. How many hotels were found?**

Answer: Answers may vary. As of January 2025, the answer was 8.

**Task 2: Look at the available hotel options that came up for Kitchener-Waterloo. Which hotels have parking and an indoor pool?**

Answer: Holiday Inn Express & Suites Waterloo-St. Jacobs Area, Staybridge Suites Waterloo-St. Jacobs Area

**Task 3:** **Choose the hotel with the lowest price showing and write down the name and address.**

Answer: Answers may vary. As of January 2025, the answer is:

* Holiday Inn Express & Suites Waterloo-St. Jacobs Area, 14 Benjamin Road, Waterloo, Ontario N2V 2J9

**Task 4: Click on “Select Hotel” to explore the different room options for the hotel identified in Task 3. Choose the room that meets your needs and click “View Prices”.**

**Which room did you choose and how much will it cost before taxes?**

Answers may vary. As of January 2025, the answer is:1 King Standard will cost $157 per night; 2 Queen Standard will also cost $157 per night. Since accommodation is only needed for one adult, the King Standard would be suitable.

**Task 5: Click “Select” for the room chosen in Task 4. Skip the “Add Extras” page. Write down the information you would need to provide to complete your reservation and book this hotel room.   
(Do not actually complete the reservation.)**

Answer:

* First and last name
* Email address
* Country/region
* Address
* City/town
* Postal code
* Country/region code
* Phone number
* Credit card number and expiration

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B3.2 | uses layout to determine where to make entries |  |  |  |
|  | begins to make some inferences to decide what information is needed, where and how to enter the information |  |  |  |
|  | makes entries using a limited range of vocabulary |  |  |  |
|  | follows instructions on documents |  |  |  |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |
|  | begins to identify sources and evaluate information |  |  |  |
|  | performs simple searches using keywords (e.g. internet, software help menu) |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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