

Form filling

Name _____ Date _____



Key words

First name

Dependants

Address

Gender

Nationality

Occupation

Male/female

Emergency no

First language

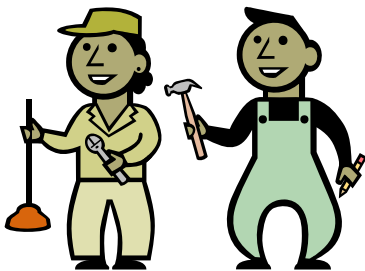
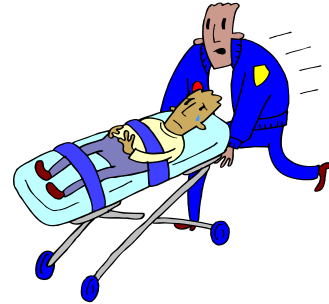
Marital status

Surname

D.O.B

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Which is the same?

1. D.O.B

First name

2. Gender

Mother tongue

3. First language

Next of kin

4. Occupation

Date of Birth

5. Emergency no

Family name

6. Surname

Male/Female

7. Forename

Job

Form filling

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Surname:
First name:
Emergency no:
Dependants:
D.O.B:
Marital status:

My name is Sana Andrews. My husband's name is Mike and I have two children. My D.O.B is 01/03/1970. I am a nurse. My emergency no. is 0779 888 646.

Surname:
First name:
Occupation:
Dependants:
Date of birth:
Mother tongue:

My name is Sheila and I am a manager. I live with my mother and father. I speak Spanish and English. I was born in Spain on the 16th August 1965.

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Teaching notes and curriculum mapping



I used these hand-outs with ESOL E1/2 learners in a lesson on filling in a form.

The key words and pictures can be used (together or separately) to prompt discussion before students attempt the exercises on pages 3 and 4. The pictures do not match all the words exactly.

The synonyms (for words that request the same information on a form) on page 3 can be used as a paper based activity where students draw lines to match the correct words and phrases. They could also be cut into cards.

Page 4 has two short reading and writing exercises to check skills. Students read the information and then complete as much of each form as possible. Alternatively, any form can be bought in for learners to fill in after going through the earlier pages.

This resource covers several aspects of Entry level ESOL, Literacy and Functional English. The main links are shown below but exact coverage will vary with the learner group and how the resource is used by the tutor.

E2 Functional English: Read and understand simple instructions and directions.

Use written words and phrases to record and present information.

ESOL Wt/E2.1b: record information on forms.

Adult literacy Rw/E3.2: Read and understand words and phrases commonly used on forms.