

E1-2 ESOL Form filling

Name _____ Date _____

a)

Surname	
First name	
Address	
Address	
Date of Birth	____/____/____
Age	

b)

Title	
Family name	
First name	
Address	
Postcode	
D.O.B	
N.I number	

c)

Title	
Family Name	
Initial	
Marital Status	
No. of dependent children	
D.O.B	
Daytime Tel number	
Evening Tel number	
Email address	

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Name _____ Date _____

Fill in the forms for the people below.

- a) Annie Brown is 75 years old. Her date of birth is 8th of July 1931. She lives at number 7 Green St in Govan, Glasgow.
- b) Jack Black lives in Happy St, Ibrox, Glasgow. His postcode is G89 7YH. He was born on the 7th of August in 1950. His national insurance number is HJ 89 67 45 P.
- c) Dr James Cross is married with seven children. Three of his children still live at home. He is aged 50 and his birthday is on 7th of May. His work phone number is 0141 789 5678. His home number is 0141 456 3456. His email address is drgreen@lycos.com.

Read the words below.

seven	married	three	live
home	his	number	was
black	she	is	the
on	children	aged	phone

Pick 5 words and make up sentences.

- 1.
- 2.
- 3.
- 4.
- 5.

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Name _____ Date _____

Fill in this form with your own details.

Title	
Family Name	
Initials	
Marital status	
Address	
Address	
Postcode	
No. of children	
D.O.B.	
Daytime tel. number	
Evening tel. number	
Email address	

Read the words below.

marital	first	date
address	family	of
evening	Tel	birth
email	postcode	name
children	No.	daytime

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Name _____ Date _____

Draw a line and match to the correct information.

First name	G13 6TU
Family name	789 Green St
Postcode	8/ 9/67
Tel Number	39
Address	Jim
Marital Status	JM 98 76 45 D
D.O.B	0141 986 4578
Age	Brown

E1 ESOL Chatter groups

Curriculum links

ESOL Reading

Rw/E2.1a Recognise words on forms related to personal information and understand explicit and implicit instructions

- (i) Understand words on forms and know how to respond to them, e.g. surname, postcode, initials
- (ii) Recognise some common abbreviations on forms, e.g. d.o.b., Mr/Mrs/Ms
- (iii) Recognise and understand instructions on forms and know how to respond to them, e.g. BLOCK CAPITALS, tick, delete

ESOL Writing

Wt/E1.1a Compose very simple text to communicate ideas or basic information

- (i) Decide what to include in very simple texts. E.g. Address an envelope. Leave a message for a friend or colleague. Text a friend.
- (ii) Communicate ideas and basic information in very simple texts. E.g. Write about self in class, using important names and words of personal significance, e.g. own name, children's names, country of origin.

Write numbers and dates accurately, e.g. the day's date, date of birth, telephone number, postal code. Enter user/login name and password to access a computer

- (iii) Identify possible readers: self, teacher, official bodies. E.g. Write brief e-mail to friend to arrange to meet, and one to teacher to arrange a tutorial.
- (iv) Know and use basic conventions and layout of different kinds of simple written texts, e.g. use a simple sentence in a narrative; fill in details on a form as short answers; layout of a list; layout of an envelope

Wt/E2.1b Record information on forms

- (i) Understand and apply form-filling conventions, including the practice of stated and unstated instructions, e.g. forms sometimes require you to circle or delete information, such as Mr/Mrs/Miss/Ms

Literacy

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

- (a) Know that some words and phrases are commonly used on forms

<http://www.excellencegateway.org.uk/page.aspx?o=sflcurriculum>

E2 Functional English

Read and understand simple instructions and directions.

Use written words and phrases to record and present information.

Reference: Ofqual (2009), *Functional Skills criteria for English, Mathematics and ICT*

<http://www.ofqual.gov.uk/qualification-and-assessment-framework/89-articles/238-functional-skills-criteria>