

# Pearson ESOL | Entry 1 Writing | Form-Filling Guide and Activities

Here is a form.

Library Form	
<b>Full name:</b>	.....
<b>Address:</b>	..... ..... .....
<b>Postcode:</b>	.....
<b>Telephone number:</b>	.....
<b>Email address:</b>	.....

In your assessment you will need to fill in a form.

## Activity 1

Match the parts of the form with the answers.

Full name	01709 453220
Address	SS3 8EA
Postcode	Klaudia Adams
Telephone number	klaudia.adams@mailbox.biz
Email address	72 High Road, Southend

Forms ask for information. This information can be different on different forms. Let's have a look at what information it could ask for.

### **Name**

A form could ask for your **full name**.

A form could ask for your **first name** or **forename**.

A form could ask for your **last name** or **family name** or **surname**.

### **Address**

A form could ask for your **full address**.

A form could ask for your **house number**, **flat number** or **house name**.

A form could ask for your **street** or **road**.

A form could ask for your **city**, **town** or **village**.

A form could ask for your **post code**.

### **Other Information**

A form could ask for your **email address**.

A form could ask for your **telephone number** or **phone number**.

A form could ask for your **date of birth** or **D.O.B.**

### Activity 2

Use the information to complete the form.

His name is Ian Lieberman. He was born on the 21<sup>st</sup> June 2009. He lives at 72 Jetty Mews, Southend, SS2 3AE. His telephone number is 01709 333921.

Library Form
First name: .....
Family name: .....
Flat/House name/number: .....
Street name: .....
Town: .....
Postcode: .....
Date of birth: .....
Telephone number: .....

### Activity 3

Use the information to complete the form.

Music Class
Last name: .....
First name: .....
Flat/House name/number: .....
Street name: .....
Postcode: .....
Telephone number: .....
Email address: .....
Date of birth: .....

Her name is Mobeena Tuffail. She lives at 197 Upper Birstall Lane, Birstall, WF17 0LK. Her email address is mtuffail@mailbox.biz. Her telephone number is 01927 839222. She was born on the 3/10/1987.

**Activity 4**

Complete the form.

You want to join an English class.

**Fill in** the form.

**Use** upper and lower case letters, and numbers.

English Class	
<b>Full name:</b>	.....
<b>Address:</b>	..... ..... .....
<b>Postcode:</b>	.....
<b>Date of birth:</b>	.....
<b>Phone number:</b>	.....
<b>Email address:</b>	.....