

Pearson ESOL | Entry 2 Writing | Form-Filling Guide and Activities

Here is a form.

Job application form

Full name:

Address:

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Postcode:

Telephone number:

Email address:

Tick (✓) one box
I want to apply for: Full-time work Part-time work Weekend work

Part B:
Why do you want to work at our shop?
(Write **two** sentences.)

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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.**

Tick boxes

A form could have a tick box. You should tick the right box for you. These boxes could be for **titles (Mr, Mrs, Ms and Miss)** or **to answer a question**.

Part B

A form could have two (or more) parts. In Part B you need to answer the question with **two sentences**. These sentences must have correct grammar, punctuation and spelling and must be about the subject of the form.

Activity 2

Use the information to complete the form about working in a shop.

His name is Donald Kazinga. He wants weekend work. He was born on the 20th April 1991. He lives at 72 Sea View Road, Southend, SS2 3AE. His email address is donaldk@mailbox.biz. His telephone number is 01709 333921.

Job application form

Full name:

Address:

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Postcode:

Telephone number:

Email address:

Tick (✓) one box I want to apply for: Full-time work Part-time work Weekend work

Activity 3

Use your imagination to complete Part B of the form.

Part B:

Why do you want to work at our shop?
(Write **two** sentences.)

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Activity 4

Complete the form.

You want to rent a new home.

Fill in the application form.

Application to rent a home	
Part A: Your details	
Full name:
Address:
Postcode:
Phone number:
Email address:
Tick (✓) the appropriate box:	
When can we contact you?	Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/>
Part B:	
Tell us what type of home you want to rent. Tell us how many bedrooms you need. (Write two sentences.)	
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