

Pearson ESOL | Entry 3 Writing | Form-Filling Guide and Activities

Here is a form.

Job Application Form	Crestor Zoo
Section 1: Personal Details (Please complete in BLOCK CAPITALS)	
Full name:	
Address:	
Postcode:	
Telephone number:	
Email address:	
Tick (✓) one box	15-24 <input type="checkbox"/> 25-34 <input type="checkbox"/>
Age:	35-54 <input type="checkbox"/> 55 and over <input type="checkbox"/>
Section 2:	
Why do you want to work at our zoo? (Write four sentences.)	

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.

Block Capitals

A form could ask you to use **BLOCK CAPITALS** or **normal writing**.

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**.

Section 2

A form could have two (or more) parts. In Section 2 you need to answer the question with **four sentences**. You can use the additional information the question gives you. 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 at a zoo. Check how it asks you to complete the form.

Her name is Klara Isaac. She is 25 years old. She lives at 72 River View Terrace, Leigh on Sea, SS2 3AE. Her email address is kisaac@mailbox.biz. Her telephone number is 01709 993022.

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Age:	35–54 <input type="checkbox"/> 55 and over <input type="checkbox"/>

Activity 3

Use the job description to help complete Section 2 of the form.

Section 2:

Why do you want to work at our zoo?
(Write **four** sentences.)

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Zoo Animal Keeper – Job Description

What the job involves

1. Looking after the animals.
2. Preparing animal food.
3. Updating animal healthcare records using a computer.
4. Working with other Animal Keepers to provide a good habitat for animals.
5. Answering visitor questions.
6. Carry out other appropriate tasks as directed.

Environmental factors

- Involves outdoor work in all weather conditions.
- Some heavy lifting involved, such as moving bales of straw or hay.
- Working hours are 40 hours per week, with some weekend work.

Activity 4

Complete the form.

Source: <https://www.istockphoto.com/photo/treating-myself-in-a-shop-gm1411233239-461141931?phrase=supermarket+uk>



© PAL

We think our supermarket is a great place to go shopping.

We have so many products and services:

- food from around the world
- household items
- clothes
- mobile phones
- a bank
- a chemist
- a cafe.

We would like to know your views on our supermarket.

Tell us about your visit today.

Complete the form below.

Shopping survey	
Section 1: Personal details (Please complete in BLOCK CAPITALS)	
Full name:	
Address:	
Postcode:	
Phone number:	
Email address:	
Please tick <input checked="" type="checkbox"/>	
Age: Under 18 <input type="checkbox"/> 18 — 25 <input type="checkbox"/> 26 — 54 <input type="checkbox"/> 55 and over <input type="checkbox"/>	
How often do you visit our supermarket? Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	
Section 2:	
Please tell us:	
(a) what you like about our supermarket	
(b) what changes you would like to see.	
(Write four sentences.)	
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