

Pearson ESOL | Level 1 Writing | Form-Filling Guide and Activities

Here is a form.

Get a £100 Gift Voucher!	KIRTENS We've got it all!
Section 1: Personal Details (Use BLOCK CAPITALS for Section 1 only)	
First name:	_____
Second name:	_____
Address:	_____ _____
Postcode:	_____
Email address:	_____
Section 2:	
Tell us who you wish to nominate.	

What do you think they would buy with the voucher?	
_____ _____	
Section 3:	
List three reasons why your nominated person should win the voucher.	
1	_____
2	_____
3	_____

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**. This might be different on different sections of the form.

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 and 3

A form could have three (or more) parts. In Section 2 and 3 you need to complete the form with **full sentences** where it asks you to. 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 nominating a friend for a prize. Check how it asks you to complete the form.

Her name is Miriam Josef. Her email address is josefm@mailbox.biz. She lives at Flat 2, 90 Glade View Terrace, Birstall, SS2 3AE.

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Activity 3

Use the notice from the newspaper to complete Section 2 and 3 of the form.

Section 2:
Tell us who you wish to nominate.
What do you think they would buy with the voucher?
Section 3:
List three reasons why your nominated person should win the voucher.
1
2
3

FREE GIFT VOUCHER WORTH £100!
Do you know somebody who deserves a treat?
Local department store 'Kirtens' have 20 gift vouchers worth £100 each to be spent in our store.
Does your friends want a fabulous facial?
Does your friend want a new sports bag?
Tell us who deserves to win a voucher – and why.
All you have to do is fill in the form and drop it off at our North Street store.
We'll read them all and announce the winners next month.
KIRTENS – We've got it all!


Activity 4

Complete the form.

You see this notice online.

Askton Rocks

We want your views about our new music venue



© PAL

Askton Rocks is a new, large music venue.

We want you to tell us what you'd like to see in the new music venue. In return, you could receive free tickets for our shows.

As well as great shows, we also want to include other things, such as places to eat, free Wi-Fi and phone charging points.

Tell us your ideas and you could receive free vouchers.

Fill in the form and tell us:

- three singers, bands or types of music you listen to
- one other thing you would like to see in the new venue.

Return your completed online form to admin@asktonrocks.biz.

You want to give your views to Askton Rocks.

You must complete the form.

You **must** use full sentences to complete Section 3.

Askton Rocks Form	
Section 1 (Use BLOCK CAPITALS for Section 1 only.)	
Full name:	
Address:
Postcode:
Section 2	
List three singers, bands or types of music you listen to.	
.....	
Section 3	
Name one other thing we should include in the music venue and say why.	
.....	