

# Pearson ESOL | Level 2 Writing | Form-Filling Guide and Activities

Here is a form.

Job Reference Form	
Applicant: Shabnam Hussein Position: Assistant Manager	
<b>Section 1: Complete your personal details in BLOCK CAPITALS</b>	
Full name:	.....
Address:	..... ..... .....
Postcode:	.....
Telephone number:	.....
Email address:	.....
How do you know the applicant? Tick (✓) <b>one box</b>	
<input type="checkbox"/> Employee	<input type="checkbox"/> Colleague
<input type="checkbox"/> Personal Friend	<input type="checkbox"/> Other
<b>Section 2:</b>	
List three of the applicant's qualities and/or skills.	
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. 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 a job reference for a local restaurant. Check how it asks you to complete the form.

His name is Josef Khan. His email address is josefk@mailbox.biz. He lives at 99 Red Balloons Place, Birstall, SS2 3AE. Shabnam is his friend.

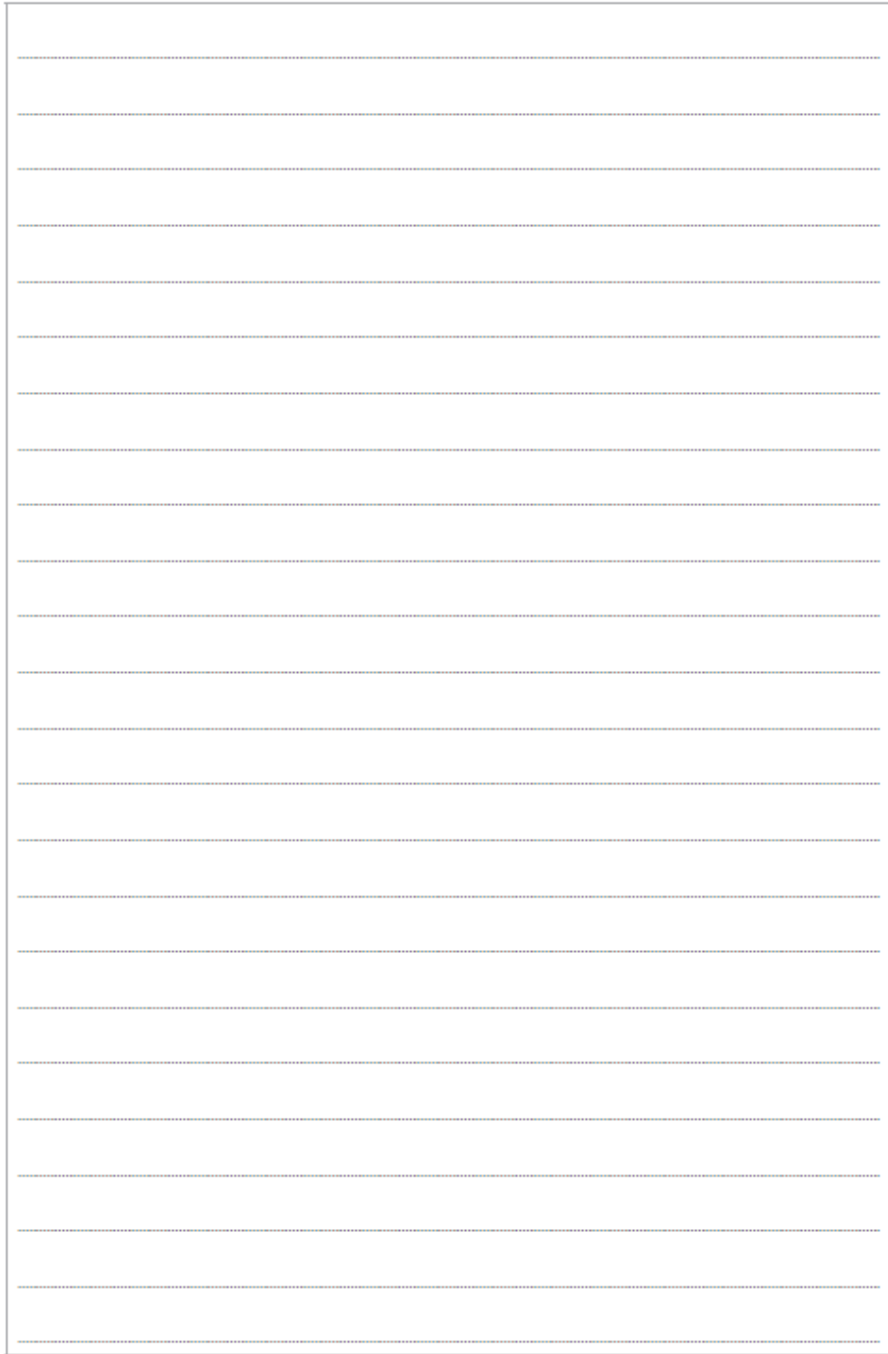
Job Reference Form			
<b>Applicant:</b> Shabnam Hussein	<b>Position:</b> Assistant Manager		
Section 1: Complete your personal details in BLOCK CAPITALS			
<b>Full name:</b>	.....		
<b>Address:</b>	..... ..... .....		
<b>Postcode:</b>	.....		
<b>Telephone number:</b>	.....		
<b>Email address:</b>	.....		
How do you know the applicant? Tick (✓) <b>one box</b>			
<input type="checkbox"/> Employee	<input type="checkbox"/> Colleague	<input type="checkbox"/> Personal Friend	<input type="checkbox"/> Other

### Activity 3

Use your imagination to complete Section 2 of the form. Think about the skills and qualities needed to manage and work in a restaurant.

Section 2:
List three of the applicant's qualities and/or skills.
1 .....
2 .....
3 .....



A large rectangular area with a thin black border, containing 25 horizontal dashed lines for writing. The lines are evenly spaced and extend across the width of the box.