

## Form Filling Entry 3

ESOL/ ESL students have a lot of problems filling in forms. This lesson is designed to give them help with forms in general.

Age: Adults.

Level: ESOL entry 3

Length: 1 hour (more if you do part three)

Vocab: Form filling stuff

Focus: Filling in forms.

Sub skills: Reading / writing neatly and between the lines/ using block capitals.

1. Ask students to brainstorm what questions you are asked on forms. Write these on the board and make sure they understand. Add the boxes from the sample form. Spend some time explaining that students need to write inside the boxes, and they need to use capital letters.
2. Fill in the form. Monitor students as they do this, there are bound to be problems. I'd suggest giving the sheets out one at a time, so that students can't rush ahead. Once students have completed a sheet you can go through it together as a class.
3. Consolidation. Fill in a real form; use one from your school or college. One from a bank. You can find some good forms on the web ( [www.monster.co.uk](http://www.monster.co.uk) [www.hotmail.com](http://www.hotmail.com) [www.yahoo.co.uk](http://www.yahoo.co.uk) ). You can print these off or do them online.

### NOTES

Students will have difficulties filling in the employment and education sections. They need to approximate their experience for ease.

Make sure students realise that bank details can be exploited if they get into the wrong hands.



We need to know everything.

PLEASE WRITE IN BLOCK CAPITALS USING BLACK INK.

Forename	
Surname	
Previous Surname	
Title Mr/ Mrs/ Miss/ Ms / Other	
Date Of Birth	
Address	
Post Code (Zip)	
Previous address	
Post Code (Zip)	
Day Telephone	
Mobile Telephone	
Nationality	
Do you want to receive information about our special offers?	Yes / No
Do you have a bank account?	Yes / No

Office Use Only  
APEX  
SKIFF  
IJU

## Employment

Employer's name or address	From(DD/MM/YY)	Till (DD/MM/YY)

## Other Skills

Do You have any other skills or talents you would like to tell us about?

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### Education and Qualifications

School/ College/ University	From (DD/MM/YY)	Till (DD/MM/YY)

### Qualifications

Exams	Grade	Date Passed

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

### Bank Details

Bank		Account Number	
Account Name			
Credit Card	Visa/ Delta / MasterCard /other		
Card Number			
Sort Code		Expiry Date	