

Intro B Evening classes

Activity type: Speaking and writing – Form-filling – Pairs

Aim: To practise asking for and giving personal information

Language: Personal information – Use at any point from p8.

Preparation: Make one copy of the worksheet for every two learners. Cut up each worksheet along the dotted line.

Time: 20–25 minutes

- 1 Learners work in pairs. Give one learner in each pair a copy of part A of the worksheet and the other a copy of part B.
- 2 Ask learners if they have ever done any kind of evening course, and explain that this kind of course is often called an *evening class*. Learners look at the application form for an evening class on the left and complete it, either with their own details or with invented information.
- 3 Explain that they are going to take it in turns to play the roles of a course applicant and a receptionist at the college, confirming the applicant's details over the phone. In preparation for this, learners work in pairs and decide what questions the receptionist will need to ask in order to elicit the information on the enrolment form.
- 4 Start the role play, with one learner in the role of a course applicant and the other in the role of a receptionist. When they have finished, ask them to swap roles and use the second form to have a new conversation.
- 5 Learners compare the information they have written on the enrolment form with the information on the application form. It should of course be the same.

Intro B Evening classes

A

Northcliffe College

Application form

Course name: **Karate (beginners)**

Title: Mr Mrs Miss Ms

First name(s): _____

Surname: _____

Address: _____

Postcode: _____

Telephone (home): _____

Telephone (mobile): _____

Email: _____

Nationality: _____

Language(s): _____

Westfield Institute

New enrolment details – OFFICE USE ONLY

Course name: *Photography (beginners)*

Applicant information:

Title: Mr Mrs Miss Ms

Full name: _____

Address (including postcode): _____

Contact telephone number(s): _____

Email address: _____

Nationality: _____

Language(s) spoken: _____



B

Westfield Institute

Application form

Course name: *Photography (beginners)*

Title: Mr Mrs Miss Ms

First name(s): _____

Surname: _____

Address: _____

Postcode: _____

Telephone (home): _____

Telephone (mobile): _____

Email: _____

Nationality: _____

Language(s): _____

Northcliffe College

New enrolment details – OFFICE USE ONLY

Course name: **Karate (beginners)**

Applicant information:

Title: Mr Mrs Miss Ms

Full name: _____

Address (including postcode): _____

Contact telephone number(s): _____

Email address: _____

Nationality: _____

Language(s) spoken: _____
