

WRITING ESSENTIALS 5

Filling in a form

Rationale

The language of forms can be complex and varied. If learners are able to identify key words, this will help them in dealing with a range of forms – for job applications, language course applications, opening a bank account, etc. Real-life tasks – such as a visa application – which learners may want to complete for themselves in the future, are inherently motivating.

Aim: To increase learners' knowledge of form-filling language

Can be used: from Unit 2 onwards

Activity: Individual or pair work

Focus: Form filling

Materials: One copy of Worksheet 5.1 per pair cut up into cards; one copy of Worksheet 5.2 per learner; dictionaries, optional

Estimated time: 15–20 minutes

Worksheet 5.1

Encourage learners to use dictionaries for independent study, but also to use other clues such as: crossing out the correct answers as they are matched; using repeated words (e.g. names/address); working from experience of similar tasks.

- 1 Pre-teach *visa* and *marital status*.
- 2 Put learners into pairs and give one set of cards to each pair.
- 3 Ask them to find the shaded column headings (*1st word*, etc.) and put them at the top of three columns in front of them. For each column, they need to find a set of three cards: two words with the same meaning and one example. One card will be in normal print, one in italics, and one in capital letters. Learners should be encouraged to use dictionaries where appropriate.
- 4 Check the cards have been correctly matched. This could be done by giving the learners a copy of the original sheet.

Worksheet 5.2

- 1 Hand out one copy of Worksheet 5.2 to each learner and ask them to complete the form in pairs. Tell them all the information they need is contained on the 'example' cards on Worksheet 5.1. Draw their attention to the instruction to write in capitals and black ink on the form, which is a normal requirement. Point out that the *About You* section applies to 'your boss' and not 'you' for this activity.
- 2 Ask learners to apply for the visa from the 1st of the next month. Review months if necessary.

Extension

- Ask learners to complete the form for themselves.
- Ask learners to look on the Internet for similar forms at www.ukvisas.gov.uk.

Worksheet 5.1 Filling in a form

1st word	2nd word	EXAMPLE
first name	given name	MOHAMMED
surname	family name	PATEL
middle names	other names	ALI
residential address	home address	5 KINGS ROAD, LONDON SW1 5TH
employer's address	work address	QATAR UNIVERSITY, P. O. BOX: 2713
d.o.b	date of birth	3/12/1987
marital status	married/single	MARRIED
place of birth	birth place	LAHORE
nationality	citizenship	PAKISTANI
sex	gender	MALE
country of origin	country of birth	PAKISTAN

Worksheet 5.2 Filling in a form

Your boss is coming on a work trip to the UK next month. He plans to stay for two weeks. He asks you to complete the first part of the UK visa form for him.

Use the information in Worksheet 5.1 to fill in the form. You do not need to use all the information.

Application for a business visitor visa

Complete this form, using black ink and CAPITAL letters

How long do you want your visa to be valid? *Put a cross (x) in the relevant box.*

1 month 2 months 6 months 1 year

When do you want to come?

D D M M Y Y Y Y

When do you want to leave?

D D M M Y Y Y Y

About You

1.1 First name

1.2 Family name

1.3 Gender

Put a cross (x) in the relevant box.

male female

1.4 Marital Status

Put a cross (x) in the relevant box.

single married divorced

1.5 Date of birth

D D M M Y Y Y Y

1.6 Place of birth

1.7 Country of birth

1.8 Nationality

1.9 Signature

1.10 Today's date