

Filling in a form - Checklist

Filling in a form

Checking your writing

After you have filled in a form you must check it. Use this check list to help you.

If you need more help – look at Maria Gonzalez’s answers.

Form-filling check list		
Form Features	Yes	No
Have you filled in every box?		
Have you put the information in the right boxes?		
Have you written in BLOCK CAPITALS ?		
Have you written the address on different lines? <ul style="list-style-type: none"> • Street • Town/County • Postcode 		
Do your telephone numbers have 11 digits?		
Spelling		
Have you checked all your spelling?		
Question “Why did you leave your previous accommodation?”		
Have you written a complete sentence here?		
Have you checked your word order?		
Have you used a past tense?		
Section 4 – Why you want to register		
Did you use <i>and</i> or <i>but</i> to join ideas? <ul style="list-style-type: none"> • And for 2 similar ideas • But for 2 different ides 		
Did you use <i>so</i> or <i>because</i> to join ideas? <ul style="list-style-type: none"> • Because for causes • So for consequences 		
Have you checked your grammar?.		