

Filling in forms

Introduction

Think about the last time you filled in a form. What was it for?

What kind of information did you have to write down?

Have a look at the sample form for a housing application; does it give you any more ideas?

Why was it important that you filled it in correctly?

Filling in forms in English can sometimes be difficult or confusing but they are often important. The activities here are designed to help you with this.

Activities 1-3 are easier and help you with the basics

Activities 4 and 5 are more difficult and will help you write longer answers.

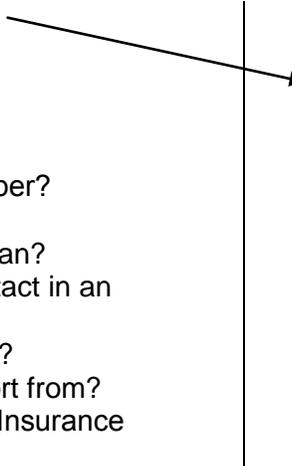
Activity 6 is the most important and everyone should do this one!



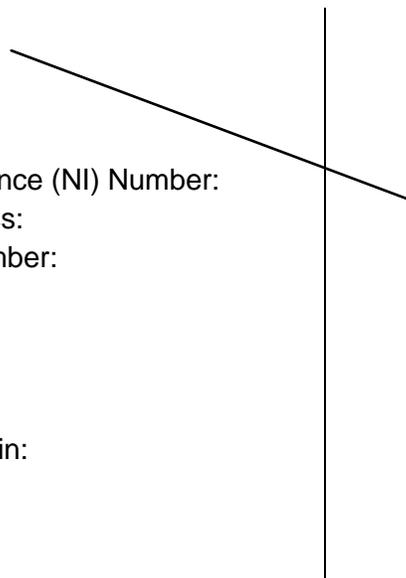
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Activity 1 – Questions on forms are not written in the same way that we say them. Try this exercise to help you recognise how questions on forms are written.

Match the questions 1 – 6 with the form labels a-f

- | | | |
|--|---|---|
| <ol style="list-style-type: none"> 1. What's your first name? 2. What's your surname? 3. Where do you live? 4. When were you born? 5. Is it Mrs, Miss or Ms? 6. What's your mobile number? 7. How old are you? 8. Are you a man or a woman? 9. Is there someone to contact in an emergency? 10. Where were you born? 11. Where is your passport from? 12. What's your National Insurance Number? |  | <ol style="list-style-type: none"> a) Title: b) NI Number: c) First Name: d) Nationality: e) Mobile number: f) Country of Origin: g) Date of Birth: h) Address: i) Last name: j) Age: k) Next of Kin: l) Sex: |
|--|---|---|

Activity 2 – Now you can recognise the questions, see if you can match them with their answers.

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Title: 2. First Name: 3. Surname: 4. Date of Birth: 5. National Insurance (NI) Number: 6. Present Address: 7. Telephone Number: 8. Mobile: 9. Age: 10. Sex: 11. Next of Kin: 12. Country of Origin: 13. Nationality: |  | <ol style="list-style-type: none"> a) GONZALEZ b) 39 SUNRISE CRESCENT
WOOLWICH
SE18 3PB c) MS d) SPANISH e) 34 f) SG157839T g) F h) 020 8316 4356 i) MARIA j) JOSE GONZALEZ k) 03/01/1978 l) 07903121981 m) ECUADOR |
|---|---|--|



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Activity 3

Sometimes questions on forms ask you for longer answers. To answer "Why did you leave your previous accommodation?" you could write a sentence.

Put the words in order and write the correct sentences underneath

1. expensive. was rent The too
2. too house The small. was
3. away. far school was The too
4. dangerous. area was too The
5. work. my from far too It was

1. _____

2. _____

3. _____

4. _____

5. _____



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Activity 4

Some questions ask you to write a long answer. Using *and*, *but*, *because* & *so* can help you link your ideas. This activity helps you to write answers to the question: “Why did you leave your previous accommodation?”

Read the answers below and add *and*, *but*, *because* & *so* in the gaps.

We like our house ____ we would like to move. We have 3 children ____ our house is too small. We need 3 bedrooms ____ we have to move. We need to live in Woolwich _____ our children go to school there.

I lived with my friend ____ she went back to her country. I am single ____ have two children. I can't work _____ I can't get childcare. I don't have other friends ____ I need a house to live in.

I have a new job ____ it is far from my flat. It takes too long to get to work ____ I want a flat closer to my job. I want a flat near to a station ____ close to the shops. I don't need a big flat ____ I don't have children.

I have just had a new baby ____ we need a new flat. We need a bigger flat _____ we only have one bedroom. We would like a flat with two bedrooms ____ somewhere to park our car. We want to live near the town centre _____ not on a busy road.

I've been made redundant _____ I can't afford the rent. I want to find a smaller house _____ it will be cheaper. One bedroom is not enough _____ I don't need three. I want to be near the station _____ the town centre.

My cousins moved to a new area _____ I want to be near them. We work together _____ I have to move closer to them. I don't want to find a new job _____ it is difficult at the moment. My previous house was big enough _____ it was too far away.

My son has moved out of home _____ I want a cheaper flat. He has started going to college on the other side of London _____ has found a flat near the campus. This flat is too expensive _____ I'm paying the rent on my own now. I want a flat near here _____ not one as expensive as this one.



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Activity 5

In long answers it is important that you use correct grammar and word order.

Can you help Maria re-arrange these sentences so that they make sense?

1. like to we We like but our house would move.
2. We is house have 3 our children and too small.
3. bedrooms to so We have 3 we move. need
4. children We to need in go school our to because there. live Woolwich

1. _____
2. _____
3. _____
4. _____

Activity 6

Now it's your turn!

1. **Open and print the sample housing form. Complete the form with your details.**
2. **Open and print the self-assessment checklist. Answer the questions to check your work.**
3. **Open and print Maria's form - use it to help you check your work.**

