KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG16 · PRE-ENTRY

Filling in a Form 1

Copy details into the right boxes.

Supports Adult ESOL · Pre-entry

In this sheet you will

- know the words on a simple form
- copy a name, address and phone number
- answer: What is your first name?

Next sheet: BG17 Handwriting 1: Letters and Numbers

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

Free for educational use. Teachers may print and share this worksheet unchanged with learners. Please keep the Keystone attribution and share the link to the original resource.

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LEARN Words on a form



First name: **Fatima**
Family name: **Begum**
Address: **24 Oak Street, Manchester**
Postcode: **M14 5RT**
Phone number: **07700 900123**



Some forms have small boxes. Write one letter in each small box.

In a large space, write the whole detail.

First name: **Fatima**. Family name or surname: **Begum**.

LISTEN Listen to your teacher. Circle the label.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG16.*

1	First name	Postcode	Phone number
2	Address	Family name	Postcode
3	Phone number	First name	Address
4	Postcode	Address	Family name

SAY IT Listen and repeat. Then ask your partner.



Grace What is your first name?
Hassan My first name is **Hassan**.
Grace What is your family name?
Hassan My family name is **Ali**.
Grace Write it here, please.

Your turn. Ask your partner. Then change roles. You can use made-up details. **What is your postcode? My postcode is ...**

READ Read Abebe's card.



First name: **Abebe**
Family name: **Tesfaye**
Address: **9 Hill Road, Leeds**
Postcode: **LS6 2AB**
Phone number: **07700 900456**

1. **What is his family name?**
   His family name is _____.
2. **Where does he live? Circle.**
   Leeds **Manchester** **Bolton**

PRACTISE 1. Write the missing letter. Write the word.

n _ me	**addr _ ss**	**postc _ de**	**ph _ ne**
_____	_____	_____	_____

2. Copy Fatima's details from page 2 into the form.

College form	
First name	
Family name	
Address	
Postcode	
Phone number	



USE IT Copy Abebe's details from page 3.

Abebe's details	
First name	
Family name	
Postcode	



I CAN Tick Yes or Not yet.

I can read the words on a form.	Yes	Not yet
I can copy details into the right boxes.	Yes	Not yet
I can say my first name and family name.	Yes	Not yet