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

BEGINNERS · BG46 · ENTRY 1

Filling in a Form 2: My Details

Fill in a form with your own details.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- know the words on a form: surname, postcode, date of birth
- answer questions about your details
- fill in a form clearly and check it

Next sheet: BG47 Handwriting 2: Words and Sentences

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.

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LEARN Words on a form

Oak Road College: Enrolment form	
First name	Imran
Surname	Malik
Address	14 Park Road, Bolton
Postcode	BL1 4AB
Phone number	07700 900111
Date of birth	03/03/1990
Nationality	Pakistani

Surname = family name. **03/03/1990** = day / month / year.
Write clearly. Use a capital letter for names, places and nationality.

LISTEN Listen to Li Na at reception. Complete the form.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG46.*

Oak Road College: Enrolment form	
First name	Li Na
Surname	_____
Postcode	_____
Phone number	_____
Date of birth	_____

SAY IT Listen and repeat. Then practise with a partner.

Receptionist What's your **surname**, please?
Omar It's Saeed. S-A-E-E-D.
Receptionist What's your **postcode**?
Omar It's M14 5RT.
Receptionist And your **date of birth**?
Omar It's the 9th of October 1988.

Sound focus: Say postcodes in two parts with a short stop: **M14 … 5RT**.

Your turn. Ask your partner for their details and write them. Change roles. **Can you spell it, please?**

READ Read on your own first. Then answer.

Riverside Health Centre: New patient form	
First name	**Ama**
Surname	**Mensah**
Postcode	**M6 2QP**
Date of birth	**21/07/1992**

1. This text is ☐ a form ☐ a menu ☐ a letter

2. What is Ama's surname? It is _____.

3. True or false? Tick.

	True	False
a) Ama's postcode is M6 2QP.	☐	☐
b) Ama's birthday is in June.	☐	☐
c) This is a form for a college.	☐	☐

PRACTISE 1. Match the question to the word on a form.

1. What's your family name?	**a)** Date of birth
2. Where do you live?	**b)** Nationality
3. When were you born?	**c)** Surname
4. Where are you from?	**d)** Address

Answers: 1 ____ 2 ____ 3 ____ 4 ____

Write the four form words again: _____

2. Joseph forgot the capital letters. Write the words correctly.

First name: joseph **Address:** 5 park road, Bury **Nationality:** kenyan

_____

USE IT Fill in the form with your details. You can use made-up details.

Oak Road College: Enrolment form	
First name	_____
Surname	_____
Address	_____
Postcode	_____
Phone number	_____
Date of birth	_____
Nationality	_____

I CAN Tick Yes or Not yet.

I can understand the words on a form.	Yes	Not yet
I can say and spell my details.	Yes	Not yet
I can fill in a form clearly.	Yes	Not yet