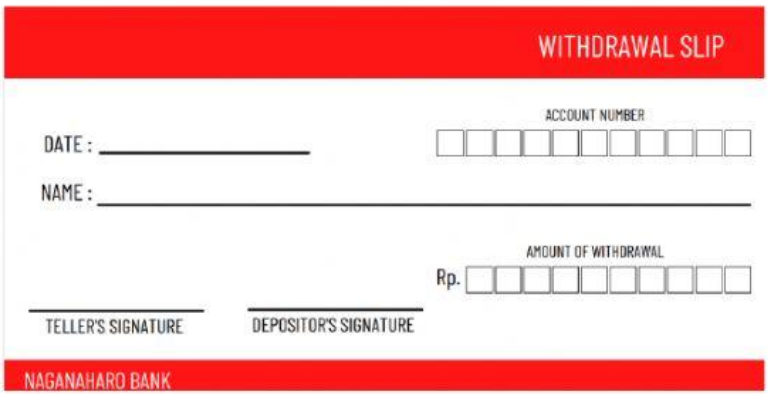
Name :
Class :
Chapter : Form

Choose the best answer from A,B,C,D and E.



1. Why did Keanu complete this form?
   A. To apply for his job
   B. To enroll in a design course
   C. For going to abroad
   D. To complete his data for going to Bali
   E. To requirement for going to abroad



2. What is the function of withdrawal slip?
   A. a small paper form which has to be filled in before making a withdrawal of money from a bank, building society, etc.
   B. a small paper form that a bank customer includes when depositing funds into a bank account.
   C. a list of fields that a user will input data into and submit to a company or individual.
   D. a form which is filled in by a patient to a doctor which is used to help the doctor in deciding what kind of treatment or medicine you should take.
   E. to inform someone about data or information regarding hotel booking or ticketing.

LIVEWORKSHEETS

3. Order forms are used by business or companies as a convenient way of ……. from customers. They contain information about exactly how much a particular order will cost.

   A. reserving
   B. taking order
   C. ordering
   D. keeping
   E. saving

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☐ Payment enclosed

☐ Bill me

Name : Syaloom
Title : Batik Designer
Company : Kencana Sari Batik Boutique
Address : Bancar Asri Street 11/16 Semarang

Please allow four weeks for first issue.

4. Why did Syaloom complete this form ?
   A. To enroll in a design course
   B. To apply for a designer
   C. To receive magazine
   D. To win an award
   E. To offer an old magazine

LIVEWORKSHEETS

5. How long will it take for the first issue to be received?
   A. One month
   B. Two weeks
   C. One week
   D. One year
   E. One day



6. What is the function of the form above…
   A. to make legally binding purchase agreements between the sellers and the buyers.
   B. when a person wants to reserve his place or position at a place or an event.
   C. to keep medical information about a patient that is under the care a hospital or a doctor. They also contain documentation of a patient's medical history and care.
   D. Are used by business or companies as a convenient way of taking orders from customers
   E. To maximize response in an unobtrusive and intuitive way from client.

Customer service	: Good morning.
Customer	: Good morning.
Customer service	: How can I help you, Sir?
Customer	: I want to know how to fill in the deposit slip?
Customer service	: Well, first of all, you'll need to write your name, the date and your account number in the corresponding blanks on the deposit slip.
Customer	: Ok. My name, the account number, and the date. Then?
Customer service	: next to the first row, you'll see the word "cash". Write down the full amount of cash you are depositing in the blank space provided. And there's a box next to the word "cash" put a check in it.
Customer	: All right. The amount of money and check the "cash". What's next?
Customer service	: skip down to the last row of blanks. It should say " total", "net" or have a $ sign to its left. Write the total amount of cast in the blanks.
Customer	: Yes. Filling out the total. And after that?
Customer service it	: you have to take the deposit slip and cash to the bank teller and hand over. The teller will deposit your cash and issue you a receipt.
Customer	: Ok. Then I have to go to the teller. Thank you.
Customer service	: You are very welcome, Sir.

7. What information do you need to write in a deposit form above…
   A. Name, date, account number, amount, put a check in "cash", write the total amount.
   B. Name, date, beneficiary name, address, amount.
   C. Name, address, age, check in time, check out time, cost.
   D. Name, date, account number, age, occupation, amount, put a check in "cash"
   E. Name, date, phone number, amount, total amount

LIVEWORKSHEETS

1. Hi, my name is Mark Peterson. Just call me Peter.
2. Excuse me. What's your last name?
3. What do you do?
4. Where do you live?
5. Could I have your phone number, please?
6. Where were you born?
7. Sure. It's 022-7833626
8. I am a secretary.
9. Nice to meet you, Peter. I am Richard Burner. But please call me Richard.
10. I was born in Sydney.
11. I live at 12 Tebu Ireng Street.
12. It's Burner.

8. Arrange the jumbled sentences above to make good dialogues……
   A. 1 – 9 – 2 – 12 – 3 – 8 – 4 – 11 – 5 – 7 – 6 – 10
   B. 1 - 10 – 2 – 12 – 3 – 11 – 4 – 9 – 5 – 7 – 6 – 8
   C. 1 – 2 – 3 – 4 - 5 – 6 – 7 – 8 – 9 – 10 – 11 - 12
   D. 9 – 1 – 12 – 2 – 8 – 3 – 3 – 11 – 7 – 5 – 10 – 6
   E. 12 – 1 – 11 – 2 – 10 – 3 – 9 – 4 – 8 – 5 – 7 – 6

9. Purchase forms are used to make legally binding purchase agreements between the ……. and the buyers. They contain essential information such as the ……. of purchase, the terms of ……. and warranties.
   A. customer, lending, shipping
   B. guest, cost, lending
   C. sellers, cost, payment
   D. sellers, ordering, taking order
   E. clerk, cost, guarantee

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☐ Payment enclosed

☐ Bill me

Name : Anne Laurence
Title : Fashion Design
Company : Glamour Boutique
Address : Bancar Asri Street 11/16 Semarang

Please allow four weeks for first issue.

10. The magazine comes….
    A. Daily
    B. Weekly
    C. Monthly
    D. Every three months
    E. Every six months

LIVEWORKSHEETS