THE ENGLISH WORKSHEET

FORMS

A. Choose the best answer to each of the following questions!

1. Customer service : What can I help you, sir?

   Customer : I want to know how to fill in the deposit slip.

   Customer service : Well. First of all, ...

   A. take the deposit slip and cash to the bank teller.
   B. ask the teller to deposit your cash and issue you a receipt.
   C. write your name in the corresponding blanks on the deposit slip.
   D. write down the full amount of cash you are depositing in the blank spaces provided.
   E. write your account number in the corresponding blanks on the deposit slip.

2. Customer : What must I do first?
   Customer service : I want you to sign here.
   The underlined sentence is a/an ...
   A. invitation
   B. instruction
   C. persuasion
   D. intention
   E. permission

3. Customer : ...
   Customer service : Please fill it out.
   A. Is this the form I need to fill out?
   B. Do I have to fill any form?
   C. Why do I need to fill this form out?
   D. What kind of form is it?
   E. What do I need to do with this form?

4. Customer : How do I deposit some money?
   Customer service : First you must obtain an official bank withdrawal slip at your bank branch.
   The underlined sentence is used to ...
   A. Agree to do something
   B. Express a surprise
   C. Ask for an apology
   D. Ask for permission
   E. Ask for an instruction

B. Complete the definitions with the words provided below!

1. Order forms are used by businesses or (a) ..... as a convenient way of (b) ..... from customers. They contain (c) ..... about exactly how much a particular order will cost.

information – companies – taking orders

2. Medical forms are used to keep (a) ..... information about a patient that is (b) ..... of a hospital or a doctor. They also contain (c) ..... of a patient's medical history and care.

medical – documentation – under the care

C. Match each words with its meaning!

Words	Meanings
FORM	A paper or a set of papers printed with spaces in which answers to questions can be written or information can be recorded in an organized way.
PERSONAL	An official request for something, usually in writing.
APPLICATION	Facts about a situation, person, event, etc.
INITIAL	Relating or belonging to a single or particular rather than to a group or an organization.
INFORMATION	The first letter of name, especially when used to represent a name.