Name:		Date:	

READING Skill-Building | Vocabulary **CLB 3**

Good advice for filling forms

Use with presentation "Good advice for filling forms (general)"

Instructions: Watch the presentation. Fill in the spaces with the correct words.

1. Read the _____ form first.
2. If something is not _____, ask the receptionist.
3. Learn _____ before filling forms.
4. Print _____ !
5. Use black or blue ink _____ – no pencil.
6. Fill in everything. Write _____ if it doesn't apply to you.
7. Follow _____ carefully for dates and numbers.
8. Re-read the form for _____ before you hand it in.