

Reading and  
listening

## Filling in a form

1 Read the form below. What is it for? Tick (✓) the correct option.

- ☐ to stay in a hotel  
☐ to start a new job  
☐ to go to hospital

## Employee Registration Form

Surname <sup>1</sup> \_\_\_\_\_  
 First name <sup>2</sup> \_\_\_\_\_  
 Gender <sup>3</sup> male ☐ female ☐ other ☐  
 Nationality <sup>4</sup> \_\_\_\_\_  
 Email address <sup>5</sup> \_\_\_\_\_  
 Phone/Mobile/Cell number <sup>6</sup> \_\_\_\_\_  
 Emergency contact number <sup>7</sup> \_\_\_\_\_  
 ID card / Passport number <sup>8</sup> \_\_\_\_\_

2  1.01 Listen to the conversation and complete the form in Exercise 1.

3 Listen again. Complete the questions.

- 1 What's your s \_\_\_\_\_ ?  
 2 \_\_\_\_\_ spell that please?  
 3 \_\_\_\_\_ first name?  
 4 \_\_\_\_\_ you from?  
 5 What's your email \_\_\_\_\_ ?  
 6 \_\_\_\_\_ marital status?

4 Complete the sentences with *my, your, his, her, its, our* or *their*. Use the words in brackets to help you.

- 1 He's my manager. (I)  
 2 What's \_\_\_\_\_ email address? (you)  
 3 Is this \_\_\_\_\_ report? (he)  
 4 This is \_\_\_\_\_ invoice. (they)  
 5 I'll give you \_\_\_\_\_ phone number. (we)  
 6 This is \_\_\_\_\_ office. (she)