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

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)

LIVEWORKSHEETS