

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 <input type="checkbox"/> female <input type="checkbox"/> other <input type="checkbox"/>
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)