

Following instructions - reading exam practise

- Match these phrases to their correct meaning

DD/MM/YY

cross out words that are not applicable to you to show which word is applicable, for example: a married woman deletes Miss and Mr.

block capitals

~~Miss~~/Mrs/~~Mr~~

Title

16/03/21

(dateDD/monthMM/yearYY)

delete as appropriate

Is your title Miss, Mr or Mrs?

Write all letters in capital letters
(large letters)

- Read the application form below but **do not** fill it in.

LEISURE CENTRE MEMBERSHIP APPLICATION FORM PLEASE WRITE CLEARLY AND USE BLOCK CAPITALS

Title: MRS
Surname: BIBI
First name: SULTANA
Address: 16 GROVE ROAD
SPARKHILL
BIRMINGHAM
Postcode: B11 5BB
Telephone: 0121 411 1111
Occupation: NURSE
Date of Birth: 09/01/71 (DD/MM/YY)
Signature: *S. Bibi*

Please give your completed application form to the receptionist.
You will need to bring one form of ID with your name and address on.

➤ Answer the following questions about the form.

1. What is the form for?

2. Name **three** things you should fill in on this form

1. _____

2. _____

3. _____

3. How many forms of ID do I need?

➤ Complete the following tasks.

1. Put these words from the form in alphabetical order:

Occupation	Date of Birth	Telephone	Title	Address
------------	---------------	-----------	-------	---------

2. Use a dictionary to find the meaning of the word **receptionist** and type the meaning in this box:

Word	Meaning
receptionist	