

Reading and listening **Filling in forms**

5A 1.09 Look at the new employee registration form. Then listen to Anna's phone conversation and complete the form.



NEW EMPLOYEE REGISTRATION

Surname ¹ _____ *Weber* _____

First name ² _____ *Anna* _____

Gender: ³ male female other

Nationality ⁴ _____

Marital status: ⁵ single married other

Email address ⁶ _____

Phone / mobile / cell number ⁷ _____

Emergency contact number ⁸ _____

ID card / Passport number ⁹ _____

Healthcard # _____



Phone numbers			
0	00	22	653-3340
oh	double oh	double two	six five three, double-three four oh
zero	zero zero	two two	six five three, three three four zero

→ page 112 See Numbers

B Match 1–6 with a–f. Then listen again and check.

- | | |
|---------------------------|-----------------------|
| 1 What's | a nationality? |
| 2 Can you | b your surname? |
| 3 What's your | c that, please? |
| 4 Sorry, could you repeat | d spell that, please? |
| 5 Are you married | e address? |
| 6 What's your email | f or single? |

➤ **MY, YOUR, HIS, HER, ITS, OUR, THEIR** → Grammar reference: page 105

She's my manager.	Its name is the Hotel Arkadia.
What's your email address?	Our phone number is 232 4578.
This is his office.	What are your passport numbers?
What's her nationality?	What's their address?

T Teacher's resources: extra activities

Speaking 6A Look at the new employee registration form. What questions do you need to ask to get the information? Use Exercise 5B to help you.

New Employee Registration

SURNAME _____ FIRST NAME _____

GENDER: MALE FEMALE OTHER NATIONALITY _____

MARITAL STATUS: SINGLE MARRIED OTHER EMAIL ADDRESS _____

PHONE / MOBILE / CELL NUMBER _____ EMERGENCY CONTACT NUMBER _____

ID CARD OR PASSPORT NUMBER _____

NATIONAL INSURANCE NUMBER _____

B Work in pairs. Ask and answer the questions. Complete the form with your partner's information.

Self-assessment

I can complete a form giving personal details about myself. 😊 ☹️