


## LISTENING AND WRITING

- 2  You are starting a new job today: you are a fire officer in the Fire and Safety Department. Listen to your manager and complete the form.

**Remember!**

Names, titles, and nationalities begin with a capital letter.

### International Oil Co.

First name \_\_\_\_\_

Family name \_\_\_\_\_

Employee no. \_\_\_\_\_

Manager \_\_\_\_\_

Department \_\_\_\_\_

Job title \_\_\_\_\_

Nationality \_\_\_\_\_

Date of birth (dd/mm/yyyy) \_\_\_\_\_

Telephone no. \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date (dd/mm/yyyy) \_\_\_\_\_

Family name=Surname

Now write a short paragraph with all your personal information.