

Name :
Class :
Chapter : Form

Choose the best answer from A,B,C,D and E.

VISA FORM
VISA APPLICATION FORM TO ENTER JAPAN

Name (as shown in passport) _____
Given and middle names (as shown in passport) _____
Date of birth _____ Place of birth _____
Sex: Male _____ Female _____
Nationality _____
ID No. issued by your government _____
Passport type: Diplomatic _____ Official _____ Ordinary _____
Passport no. _____ Date of issue _____
Place of issue _____ Date of expiry _____
Address of visit to Japan _____
Intended length of stay in Japan _____
Date of arrival in Japan _____
Port of entry into Japan _____ Name of individual who is _____
Dates and durations of previous stays in Japan _____
Mobile no. _____
Date of application _____ Signature of applicant _____

1. Why did Keanu complete this form?
A. To apply for his job
B. To enroll in a design course
C. For going to abroad
D. To complete his data for going to Bali
E. To requirement for going to abroad

WITHDRAWAL SLIP

DATE : _____ ACCOUNT NUMBER _____
NAME : _____
AMOUNT OF WITHDRAWAL
Rp. _____
TELLER'S SIGNATURE _____ DEPOSITOR'S SIGNATURE _____
NAGANAHARO BANK

2. What is the function of withdrawal slip?
A. a small paper form which has to be filled in before making a withdrawal of money from a bank, building society, etc.
B. a small paper form that a bank customer includes when depositing funds into a bank account.
C. a list of fields that a user will input data into and submit to a company or individual.
D. a form which is filled in by a patient to a doctor which is used to help the doctor in deciding what kind of treatment or medicine you should take.
E. to inform someone about data or information regarding hotel booking or ticketing.

3. Order forms are used by business or companies as a convenient way of from customers. They contain information about exactly how much a particular order will cost.
- A. reserving
 - B. taking order
 - C. ordering
 - D. keeping
 - E. saving

SPECIAL SUBSCRIPTION OFFER FORM	
Subscribe to "WOMAN LIBERTY" magazine that recently received the Top Brand Award From Society Of Fashion Designers.	
☐	Yes! Send me "woman's Liberty" magazines for 1 year (12 issues) at just Rp.288.000, a saving of 20% off the full cover price of Rp. 30.000.
☐	Payment enclosed
☐	Bill me
Name	: Syaloom
Title	: Batik Designer
Company	: Kencana Sari Batik Boutique
Address	: Bancar Asri Street 11/16 Semarang
Please allow four weeks for first issue.	

4. Why did Syaloom complete this form ?
- A. To enroll in a design course
 - B. To apply for a designer
 - C. To receive magazine
 - D. To win an award
 - E. To offer an old magazine

5. How long will it take for the first issue to be received?
- One month
 - Two weeks
 - One week
 - One year
 - One day

MEDICAL HISTORY FORM

Full Name: _____ Last Name: _____
 Age: _____
 Address: _____
 City: _____ Country: _____
 Zip: _____ Office: _____
 (Leave blank if you prefer to give policy to your doctor's policy)
 Have you ever had surgery? Yes _____ No _____ If so when? _____
 Describe the surgery: _____
 Have you ever been hospitalized? Yes _____ No _____ If so when? _____
 Why? _____
 Complete the following:

	I have had	Family History
Diabetes	☐	☐
Heart Trouble	☐	☐
Cancer	☐	☐
Stroke	☐	☐
Fractures	☐	☐

What have you been hospitalized for?
 Family: _____
 Surname: _____ Date of Birth: _____ Address: _____
 Date of last visit: _____ who referred you? _____
 Who are you seeing the doctor today? _____
 Are you currently smoking? Yes _____ No _____
 How long have you been here? _____ Please place your account # _____

IMPORTANT: We need your correct insurance details to submit _____

6. What is the function of the form above...
- to make legally binding purchase agreements between the sellers and the buyers.
 - when a person wants to reserve his place or position at a place or an event.
 - to keep medical information about a patient that is under the care a hospital or a doctor.
They also contain documentation of a patient's medical history and care.
 - Are used by business or companies as a convenient way of taking orders from customers
 - To maximize response in an unobtrusive and intuitive way from client.

Customer service : Good morning.
 Customer : Good morning.
 Customer service : How can I help you, Sir?
 Customer : I want to know how to fill in the deposit slip?
 Customer service : Well, first of all, you'll need to write your name, the date and your account number in the corresponding blanks on the deposit slip.
 Customer : Ok. My name, the account number, and the date. Then?
 Customer service : next to the first row, you'll see the word "cash". Write down the full amount of cash you are depositing in the blank space provided. And there's a box next to the word "cash" put a check in it.
 Customer : All right. The amount of money and check the "cash". What's next?
 Customer service : skip down to the last row of blanks. It should say "total", "net" or have a \$ sign to its left. Write the total amount of cash in the blanks.
 Customer : Yes. Filling out the total. And after that?
 Customer service : you have to take the deposit slip and cash to the bank teller and hand it over. The teller will deposit your cash and issue you a receipt.
 Customer : Ok. Then I have to go to the teller. Thank you.
 Customer service : You are very welcome, Sir.

7. What information do you need to write in a deposit form above...
- Name, date, account number, amount, put a check in "cash", write the total amount.
 - Name, date, beneficiary name, address, amount.
 - Name, address, age, check in time, check out time, cost.
 - Name, date, account number, age, occupation, amount, put a check in "cash"
 - Name, date, phone number, amount, total amount

1. Hi, my name is Mark Peterson. Just call me Peter.
 2. Excuse me. What's your last name?
 3. What do you do?
 4. Where do you live?
 5. Could I have your phone number, please?
 6. Where were you born?
 7. Sure. It's 022-7833626
 8. I am a secretary.
 9. Nice to meet you, Peter. I am Richard Burner. But please call me Richard.
 10. I was born in Sydney.
 11. I live at 12 Tebu Ireng Street.
 12. It's Burner.
8. Arrange the jumbled sentences above to make good dialogues.....
- A. 1 - 9 - 2 - 12 - 3 - 8 - 4 - 11 - 5 - 7 - 6 - 10
 - B. 1 - 10 - 2 - 12 - 3 - 11 - 4 - 9 - 5 - 7 - 6 - 8
 - C. 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12
 - D. 9 - 1 - 12 - 2 - 8 - 3 - 3 - 11 - 7 - 5 - 10 - 6
 - E. 12 - 1 - 11 - 2 - 10 - 3 - 9 - 4 - 8 - 5 - 7 - 6
9. Purchase forms are used to make legally binding purchase agreements between the and the buyers. They contain essential information such as the of purchase, the terms of and warranties.
- A. customer, lending, shipping
 - B. guest, cost, lending
 - C. sellers, cost, payment
 - D. sellers, ordering, taking order
 - E. clerk, cost, guarantee

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☐	Yes! Send me "BAZAAR" magazines for 1 year (12 issues) at just Rp.288.000, a saving of 20% off the full cover price of Rp. 30.000 .
☐	Payment enclosed
☐	Bill me
Name	: Anne Laurence
Title	: Fashion Design
Company	: Glamour Boutique
Address	: Bancar Asri Street 11/16 Semarang
Please allow four weeks for first issue.	

10. The magazine comes....
- A. Daily
 - B. Weekly
 - C. Monthly
 - D. Every three months
 - E. Every six months