

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~~

16/03/21

Title

(date DD/month MM/year YY)

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:	<u>S. Bibi</u>

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

Word	Meaning
receptionist	