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

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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.
What's **your** email address?
This is **his** office.
What's **her** nationality?

Its name is the Hotel Arkadia.
Our phone number is 232 4578.
What are **your** passport numbers?
What's **their** address?

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. ☺ ☹

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