

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.