

Reading and
listening

Filling in a form

1 Read the form below. What is it for? Tick (✓) the correct option.

- ☐ to stay in a hotel
☐ to start a new job
☐ to go to hospital

Employee Registration Form

Surname ¹ _____
 First name ² _____
 Gender ³ male ☐ female ☐ other ☐
 Nationality ⁴ _____
 Email address ⁵ _____
 Phone/Mobile/Cell number ⁶ _____
 Emergency contact number ⁷ _____
 ID card / Passport number ⁸ _____

2  1.01 Listen to the conversation and complete the form in Exercise 1.

3 Listen again. Complete the questions.

- 1 What's your s _____ ?
 2 _____ spell that please?
 3 _____ first name?
 4 _____ you from?
 5 What's your email _____ ?
 6 _____ marital status?

4 Complete the sentences with *my, your, his, her, its, our* or *their*. Use the words in brackets to help you.

- 1 He's my manager. (I)
 2 What's _____ email address? (you)
 3 Is this _____ report? (he)
 4 This is _____ invoice. (they)
 5 I'll give you _____ phone number. (we)
 6 This is _____ office. (she)