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Asking for and giving personal information Writing: completing a form

1 Choose the correct words.

- a How *old / age* are you?
- b What's your *one / first* name?
- c Where are you *of / from*?
- d What's *you / your* phone number?
- e *Is / Are* you married?
- f *Where's / What's* your surname?

2 Complete the conversation. Write the questions from exercise 1 in the correct places.



Agent ¹ What's your surname?
 Anita It's Moretti.
 Agent ² _____
 Anita Anita. That's A-N-I-T-A.
 Agent Thank you. ³ _____
 Anita I'm from Italy.
 Agent ⁴ _____, Ms Moretti?
 Anita I'm 24 years old.
 Agent ⁵ _____
 Anita No, I'm not. I'm single.
 Agent OK. ⁶ _____
 Anita It's 0209, 736, 5 double 2.
 Agent Thank you.

3 Match the questions in exercise 1 with the correct parts of the personal information form.

Please complete your personal details.			
Question	Information	Anita	You
<u>f</u>	Surname	<u>Moretti</u>	_____
_____	First name	_____	_____
_____	Country	_____	_____
_____	Age	_____	_____
_____	Marital status	_____	_____
_____	Tel. No.	_____	_____

4a Read the conversation in exercise 2 again. Complete the form in exercise 3 for Anita.

b Now complete the form for yourself.

5 Write your own conversation with the agent. Use the form in exercise 3 to help you.

Agent ¹ _____ surname?
 You It's ² _____.
 Agent What's ³ _____ first _____?
 You It's ⁴ _____.
 Agent Thank you. And where ⁵ _____?
 You I'm from ⁶ _____.
 Agent How old ⁷ _____, please?
 You I'm ⁸ _____ years old.
 Agent ⁹ _____ married?
 You ¹⁰ _____, I _____.
 Agent OK. And what's your ¹¹ _____, please?
 You It's ¹² _____.
 Agent Thank you very much.

Now ... *practise and learn.*