

Score:

The Importance of Completing Academic Forms Carefully

Filling out academic forms—such as college applications, course registration documents, or financial aid paperwork—requires both time and careful attention to detail. Last week, Cam Hong applied for admission to a college program. She was in a rush and did not take the time to read the form thoroughly. As a result, she wrote her name on the wrong line and had to cross it out. She also mistakenly mixed up her first and last names.

Realizing her errors, Cam approached the student services assistant and said politely, “Excuse me. I’m afraid I’ve made several mistakes on this form. May I please have another copy?”

“Of course,” the assistant replied. “Fill it out slowly and don’t leave anything out. Make sure you have gone over the form carefully before you hand it in. Incomplete applications may not be considered by the admissions office.”

Cam checked the time and then looked back at the form. She decided to reschedule her 2:00 p.m. appointment in order to fill the application out slowly and carefully. When she was finished, she signed and dated the document. However, she encountered two questions she did not fully understand, so she asked the assistant for help.

“Excuse me again,” Cam said. “I’m not sure how to answer these two questions. My spouse has passed away—should I check off ‘married’ or ‘single’?”

The assistant reviewed the form and replied, “Since the form doesn’t provide an option for ‘widowed,’ you should check off ‘single.’”

“Thank you,” Cam responded. “I have one more question. I don’t currently have a phone. May I write down my friend’s number instead?”

“Yes, that’s a good idea,” the assistant said. “Just write ‘message number’ beside it so the admissions office knows it’s not your personal contact number.”

Cam thanked her once more for her assistance.

Two weeks later, Cam received a notice for an admissions interview. She was grateful that she had taken the time to complete the form thoroughly and correctly. Her patience and careful work had made a positive difference.

1. What decision did Cam make to ensure she had enough time to complete the form carefully?

- a) She decided to cancel her application and submit it later in the month
- b) She decided to reschedule her appointment in order to complete the form carefully
- c) She decided to submit the form immediately to avoid missing the deadline

2. Why did Cam ask for a new form, and how did she phrase her request?

- a) Because she noticed several mistakes and politely asked for another copy
- b) Because she lost the original form and requested a replacement immediately
- c) Because she finished the form and requested a second version for comparison

3. What were the assistant’s main instructions to Cam?

- a) To complete the form quickly and submit it before the deadline closes
- b) To complete the form slowly and ensure nothing is left incomplete
- c) To complete the form digitally and avoid submitting paper documents

4. What specific instructions did the assistant give Cam about completing the form?

- a) To double-check her answers and submit the form without signing it
- b) To leave difficult questions blank and return them later for review
- c) To go over the form carefully and ensure all sections are completed

5. Which parts of the application caused Cam confusion?

- a) Questions about her academic history and previous school records
- b) Questions about her employment status and work experience details
- c) Questions about her marital status and missing contact information

6. What questions did Cam ask to clarify her understanding of the form?

- a) Whether she should select “single” instead of “widowed” and whether she could use a friend’s phone number
- b) Whether she should leave the form blank and whether she should submit it online instead
- c) Whether she should rewrite the form and whether she should attach additional documents