

Putting words together...



- ▶ Your **date of birth** is the date when you were born, and your **place of birth** is the place where you were born.
- ▶ If you are asked for your **full name**, you must write all your names, including your middle names, and if you have to write in **capital letters**, you should use letters LIKE THIS.
- ▶ If you are told to **leave** part of a form **blank**, you should not write anything there.
- ▶ Your **current address** is the address where you live now, and your **previous address** is the place where you lived before.
- ▶ A **recent photograph** is one that was not taken a long time ago.
- ▶ You may be asked to send the form **in the envelope provided**, which is the envelope you have been given. If you are asked to send a **stamped, addressed envelope**, you should send an envelope with your address and stamps on it.
- ▶ If you are asked for a **form of identification**, you need something, for example your passport, that proves who you are.

Exercise 3

Complete the sentences.

- 1 Sign your name at the bottom, and then write it in capital letters on the next line down.
- 2 Please send a _____ so that we can return the documents to you.
- 3 If you have lived at your current address for less than three years, please provide your _____ too.
- 4 If you do not have any children, _____ the next section _____.
- 5 We will need some _____, such as your driving licence.
- 6 Please return the form to us in the _____.

Exercise 4

Match the items (a–g) with the correct spaces on the form (1–7).

Please write clearly in black ink in CAPITAL LETTERS, and give full details.

1. Full name

b

2. Date of birth

□ □ □ □ □ □ □ □ □ □

3. Place of birth

4. Nationality

5. Current address

6. Photograph

Please attach a recent photograph here

7. Signature

a 14, ROSE STREET
NEWTOWN
NT9 3AL

b SONIA JANE CARTER

c Sonia Carter

d 19 06 1991

f BRITISH

g SOUTHAMPTON, UK

e



Use the words you've learned...

Fill in the form in Exercise 4 with your own details.

UNIT 45/109