

A

Types of form

- a **registration form** where you enter your name on an official list, e.g. at a school or college (also called an **enrolment form** when you are applying to do a course of study)
- an **entry form** if you want to enter for an exam, e.g. Cambridge English: First
- a **landing card** for people from some countries when they enter the UK
- a **visa application form** when you make an official request to enter or leave some countries

B

Language of forms

When you **fill in** [complete] a form, you will see that they often have more formal expressions. In spoken English, ideas may be expressed differently.

written	spoken
date of birth	= When were you born?
place of birth	= Where were you born?
country of origin	= Where do you come from?
marital status	= Are you single or married?
date of arrival	= When did you arrive?
date of departure	= When are you leaving? OR When did you leave?
signed	= Write your signature [the special way you have of writing your own name]

C

Curriculum vitae

If you **apply for** a job, you need to send a letter and a **CV** (**curriculum vitae** or **résumé** in American English), which should give:

- **personal details** [information about you such as your name, address, email address, etc.]
- details about your **education** and **qualifications**, e.g. university degree, teaching certificate, etc.
- your **work experience** [the jobs you have done]
- your **interests** [what you enjoy doing]
- **skills** [abilities you have learned and practised, e.g. ability to speak a foreign language]
- **career aims** [what you want to do in your future working life]
- names of people who will give you a **reference** [a letter written by someone who knows you which says if you are suitable for a particular job]

If you **apply to** university, they **require** [need; *fm*] a **personal statement** in which you must explain why you want to go to this university; why you want to follow this particular course; details of your educational background; your skills; your interests.

D

Tips for writing a CV or personal statement

A **tip** is a useful piece of advice. Here are some tips for writing a CV or personal statement.

- A CV should be no longer than two pages; a personal statement no more than 45 lines of text.
- **Type** your CV or personal statement (**handwriting** is not suitable).
- Keep it simple. Don't make it **complicated** [difficult to understand].
- Check there are no mistakes.
- Make sure the information you give is **relevant** [connected to and useful for the particular job]. For example, if you are going to be working **on your own** [without others], don't say that you are good at working **in a team** [with a group of people].

Exercises

96.1 What forms do you have to complete in these situations?

- 1 You are just arriving in Britain and you come from a country outside the European Union. *A landing card*
- 2 You are applying to do an English course at a school in Britain.
- 3 You are going to do a Cambridge exam.
- 4 You want to travel to the United States this summer.

96.2 Write these sentences in more informal English.

- 1 What was your date of arrival? *When did you arrive/get here?*
- 2 What's your date of birth?
- 3 What's your country of origin?
- 4 What's your marital status?
- 5 What's your date of departure?

96.3 Match the words on the left with the information on the right.

- | | | |
|--------------------|-------------------------------------|---|
| 1 personal details | ☒ | a I would like to become a radio producer. |
| 2 education | ☐ | b Trainee at Northern Radio Station, Jan–June 2007 |
| 3 qualifications | ☐ | c Leona Phillips, 18 Mansion Road, Beckington BE2 3RJ |
| 4 work experience | ☐ | d I direct plays for a theatre group, and help with a children's charity. |
| 5 career aims | ☐ | e letter from Mr J. Tobin BA, MA (University tutor) |
| 6 interests | ☐ | f BA Honours degree in Media Studies |
| 7 references | ☐ | g Kent University 2007–2010, Ainslie Grammar School 1999–2006 |

96.4 Answer correct or incorrect.

- 1 It's OK to make one or two mistakes in my CV. *incorrect*
- 2 I need to type my CV.
- 3 It's OK if my CV is three pages long.
- 4 My CV should be complicated.
- 5 For an admin job, it is relevant to say I have computer skills.
- 6 I can put down a driving licence as one of my skills.
- 7 I can put down travelling abroad as a career aim.

96.5 Replace the underlined words with a word or phrase that has a similar meaning.

- 1 Do I have to complete this form? *fill in*
- 2 Monica gave me a useful piece of advice about shopping in America.
- 3 I shall be alone most of the time.
- 4 They sent the form back to me because I didn't write my signature at the bottom.
- 5 Please contact us if you need any more help.
- 6 I think I'm good at working as part of a group of people.

96.6 Over to you

Answer the questions. If possible, ask someone else the same questions.

- 1 Have you ever written a CV? If so, what information did it include?
- 2 Have you had to write a personal statement? If so, why?
- 3 On a CV, what would you put as your interests, your skills, and your career aims?