

Lesson 30: Filling Out a Form

Hi! How are you today?

Today's lesson is about "*Filling Out a Form.*"

Have fun learning English!

Warm-up | Useful Expressions

Directions: Listen and repeat.

- **fill out** - to complete a form, etc. by writing information on it
- **fill in** - to fill something by writing
- **put down** - to write down
- **complete** - to write all the required information on a form
- **stand for** - (not used in the progressive tenses) to be an abbreviation or symbol of something
- **print** - to write without joining the letters together

In a Form

- **M.I.** - Middle Initial
- **MM/DD/YY** - Month/Day/Year
- **M/F** - Male/Female

- **Height**
 - cm - centimetre(s)
 - in - inch(es)

- **Weight**
 - kg - kilogram(s)
 - lbs - pound(s)

Activity 1 | Dialogue

Directions: Read the dialogue aloud with your teacher.

Jeff is asking Vince to help him fill out the form.

Jeff: Would you mind helping me **fill out** this form?

Vince: Not at all. Are you having problems with it?

Jeff: Actually, I don't understand what to write in some blanks.

Vince: Here, let me help you.

Jeff: Thank you. What does "MI" mean?

Vince: "MI"? It **stands for** Middle Initial.

Jeff : I see. How about "MM/DD/YY"? What does it stand for?

Vince: That means Month/Day/Year. But you have to **put them down** in numbers.

Jeff: Sorry, I don't get it.

Vince: For example, if your birth date is March 23, 1993, write it as 03/23/93.

Jeff: Oh! That's simple enough.

Vince: Always **print** clearly and **fill in** all the boxes, and you can **complete** the form.

Check your understanding: Answer the following questions.

1. What did Jeff ask Vince to do for him?
2. What didn't Jeff understand?
3. What was Vince's advice to Jeff to complete the form?

Activity 2 | Sample Form

Directions: Read each word in the sample form below and check if you understand the meaning.

Sample Form

Surname:	Place of birth:	Gender:
First name:	Home address:	Civil status:
M.I.	Work address:	Telephone number:
Date of birth: MM/DD/YY	Passport number:	Email address:
Father's name:	Date issued: MM/DD/YY	Height:
Mother's name:	Expiry: MM/DD/YY	Weight:

Activity 3 | Free Conversation

Directions: Take turns with your teacher in answering the questions

1. Do you find it difficult to fill out a form? Why?
2. What do you think are the important things when you fill out a form?
3. What was the most difficult form you've ever filled out?
4. Why do people make mistakes in filling out forms?
5. Do people learn how to fill out forms in school in your country?