

Writing file 2

Filling in a form

- 1** Look at the two forms and answer questions 1–2.
- 1 What are the forms for? Do you ever fill in similar forms?
 - 2 What other types of forms do you fill in for your work?

Nettings Textile Merchant

Date of order: ¹ _____

Product description	Item code	Price	Quantity	Total
² _____	³ _____	⁴ _____	⁵ _____	⁶ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The Commodore hotel

Surname: ⁷ _____
 First name: ⁸ _____
 Address: ⁹ _____

 Nationality: _____
¹⁰ _____
 Passport number: ¹¹ _____
 Number of nights: ¹² _____ Date of arrival: ¹³ _____
 Date of departure: ¹⁴ _____
 Payment / Credit card details
 Credit card (Mastercard / Visa): ¹⁵ _____
 Card number: ¹⁶ _____
 Expiry date: ¹⁷ _____

- 2** Write a–f in the correct part of the first form.
- a 5 c February 19th e Cutter blades
 b RD301-1 d \$48 f \$240

- 3** Work with a partner and discuss the following questions.
- 1 Does your company have an order form?
 - 2 How similar is it to the order form in **1**?
 - 3 What kind of information do customers need to write on it?

- 4** Write a–k in the correct part of the hotel registration form.
- a French g American Express
 b 08/13 h March 13th
 c 3 i 6758 7586 3322 1018
 d 093456273 j March 10th
 e Bridget k Fradier
 f 21 rue des Camelias, 94140 Alfortville, France

- 5** Imagine you are a guest at the Commodore hotel. Fill in the form with your information.

The Commodore hotel

Surname: _____
 First name: _____
 Address: _____

 Nationality: _____
 Passport number: _____
 Number of nights: _____ Date of arrival: _____
 Date of departure: _____
 Payment / Credit card details
 Credit card (Mastercard / Visa): _____
 Card number: _____
 Expiry date: _____

- 6** Work with a partner and practise filling in a form at a hotel reception. Take turns to be the hotel receptionist and the guest. The hotel receptionist asks for the guest's details and writes down the information on this form. For example:
 Hotel receptionist: *What's your surname?*
 Guest: *Morris*.

The Commodore hotel

Surname: _____
 First name: _____
 Address: _____

 Nationality: _____
 Passport number: _____
 Number of nights: _____ Date of arrival: _____
 Date of departure: _____
 Payment / Credit card details
 Credit card (Mastercard / Visa): _____
 Card number: _____
 Expiry date: _____