

Tips for filling in forms

We need to fill in forms for many different reasons. The most important point to remember when filling in a form is that somebody will have to read it to process your information. Imagine working in an office transferring information from thousands of forms to a computer. The clearer the information, the faster it can be used, and the more efficient the system becomes.

1. Think of six forms you have filled in or may need to fill in in the future.

_____	_____
_____	_____
_____	_____

2. Which is correct?

Flat 5
24 Thomas St
Dublin 6

Thomas St, 24, Flat 5
Dublin 6

Write your address here:

Write your partner's address here:

_____	_____
_____	_____
_____	_____

2. Match the following tips for filling in forms with the correct reasons.

1. Don't use red biro.
 2. Use black or blue biro.
 3. Use BLOCK CAPITALS.
 4. If possible get two copies of forms.
 5. Read instructions and notes carefully.
 6. After you have filled in the form, check it carefully.
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- a. They are easier to read.
 - b. You may have forgotten something!
 - c. It is impossible to photocopy.
 - d. It is clear and photocopies well.
 - e. You can fill out a rough copy and then check and correct it before filling out the final copy.
 - f. They often contain information and explanations you will need to fill in the form correctly.

Which of the above do you always do already?

Which tips are new to you?

Can you think of any other tips for filling in forms?
