



Filling in forms

Date _____

Week _____

Look at pages 25, 26 and 27 in your Portfolio.

	This is my target (date)	I can now do this with help (date)	I can now do this without help (date)
Understand the questions on most official forms.			

	This is my target (date)	I can now do this with help (date)	I can now do this without help (date)
Write the required information on an official form or questionnaire.			

1. Write the questions for the following answers.

Susan	<u>What is your first name?</u>
Costello	_____
12.02.65	_____
Married	_____
3 children	_____
12 Lembroke Rd Ballsbridge Dublin 4	_____
086 9914 339	_____
London, U.K	_____
Catholic	_____
2002	_____
Tom Costello	_____
a vet	_____
15 years	_____
3	_____
YES	_____
no	_____
running, swimming and the cinema	_____
_____	_____
F	_____
f, f & m	_____

2. Now fill in this "mini" form with information about you and your classmates.

Name					
D.O.B.					
Occupation					
Dependant's names					
Spouse's name					
Spouse's D.O.B.					
Date or arrival in Ireland.					
Future plans in Ireland					

3. Fill in the form with your partner's information.

Please use block capital letters.

Please use black ink.

Please read all the instructions carefully as incorrect answers may delay your application.

1. Part one. Personal Details

PPS Number

--	--	--	--	--	--	--	--	--

Last name _____

First name(s) _____

Maiden name _____

Mother's maiden name _____

Address _____

Telephone number _____

Are you? MARRIED/SINGLE/DIVORCED/SEPARATED/
WIDOWED/COHABITING

Do you have dependants? YES/NO If so please give details

Is this your first application? YES/NO

2. Part two. Please complete if you **are not** Irish.

Date of arrival in the State _____

Do you have a Green Card? YES/NO

Do you have an Irish born child? YES/NO

What was your occupation in your country? _____

Please give details of your last employment.

Religion _____

Are you in receipt of payment from this country? YES/NO

If "yes" please give details _____

3. Education Please complete if **you are** Irish.

Are you in school/university/college at the moment YES/NO

If "yes" please give the address of the school

How many hours per week?

When will you finish?

4. Spouse's details.

What is your spouse's full name?

What is your spouse's D.O.B?

What is your spouse's nationality?

What is your spouse's PPS number?

Is your spouse working or in full time education?

If "working" please give details

5. Banking details Please complete if you have a bank account or post office account in the Republic of Ireland.

What is your account number?

--	--	--	--	--	--	--	--	--

What is the address of your bank/post office

6. Other information.

Would you like to give any other information in support of this application form?

7. DECLARATION: All of the above information is true.

SIGNATURE: _____ DATE _____

4. Filling in forms

Fill in the missing words using the words from the box. The first one is done for you.

married	maiden name	State	spell	present
previous	current	tick	household	surname
relevant	dependants	future	permission	block capitals

1. What is your **surname** _____?
2. Are you _____?
3. How do you _____ your first name?
4. Do you have _____?
5. Do you have _____ to smoke?
6. What is your mother's _____?
7. When did you arrive in the _____?
8. What is your _____ address?
9. What is your _____ address?
10. What is your _____ address?
11. What are your _____ plans in Ireland?
12. Please include any _____ information.
13. Please complete using _____ _____ letters and a black pen.
14. Please _____ the box.
15. How many people are in your _____.

5. Word order. Re-write the sentences in the correct order.

The first one is done for you.

1. Is application? this first your

Is this your first application?

2. was your previous When citizenship? for application

3. include relevant any Please information. other

4. fill in Please the form all dependants.your spouse about you and information your including

5. been How State?resident the long have you in

6. your What is name?maiden

7. changed Have you name? your ever

8. gender? your What is

9. you born? were Where

10. When you born?were

11. spouse's is your date of birth?What

12. of your last was What application? the result

6. Filling in forms – Spelling test*Do you understand these words?*

occupation	Date of birth	address
present	current	previous
dependants	title	household
declaration	signature	spouse
gender	prior	relevant
tick	cross	if
Block capitals	State	arrival
crimes	additional	vegetarian
teetotal	diabetic	allergies
complete	reference	instructions

Now write ten questions using as many words from above as possible. Use block capital letters and a black pen.

7. Fill in the missing words. Only fill in the missing words if you are female born after 1942.

1. _____ is your present occupation?
2. _____ were you born?
3. _____ were you born?
4. _____ did you come to the State?
5. _____ is your mother's maiden name?
6. _____ you married?
7. _____ old are you?
8. _____ is your date of birth?
9. _____ this your first application?
10. _____ did you arrive in the State?

Look back at the forms you filled in– do you have any questions?

8. Fill in the Weekly review worksheet (next page). Put your review in the Dossier section of your portfolio.

Date _____ Review of week _____

Topic or Subject studied this week _____



Personal Attendance Record

Check the register.

What is your percentage for this week? _____

What is your percentage for this course? _____

Remember: the school **expects** you to have 85% or more.



Personal Dictionary

Write ten new words from this week. Then test your partner in a face to face spelling test.

Your words	Your partner's words



Review of the week

What did you **speak** about? _____

What did you **read** about? _____

What did you **listen** to? _____

What did you **write** about? _____

What **grammar** did you study? _____

What **pronunciation** work did you do? _____

What **news article** did you read? _____

What English did you learn **outside the class**? _____

Assess the week

In your opinion, was the week.....excellent, very good, good, o.k, not good or very bad?

Why? _____



Now look in your **Milestone Portfolio** at pages 25, 26 and 27.

What can you do?

I can..... _____

Now put this review in the **DOSSIER** section of your portfolio.