

Filling Out an Application

In this lesson, you will learn some useful vocabulary and expressions for filling out applications. You may need to fill out applications at a doctor's office, a government office, or a school.

Pre-Reading

A. Warm-Up Questions

1. What is an application?
2. What types of application forms do people fill out when they move to a new area?
3. Why is it important to read carefully and write clearly on an application form?



B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|----------------------------|--|
| _____ 1. driver's license | a) a card that allows you to borrow books |
| _____ 2. birth certificate | b) the card you need to drive a car |
| _____ 3. identification | c) the paper that shows your date and place of birth |
| _____ 4. proof | d) a card that has your name and a picture of you (the short form is ID) |
| _____ 5. library card | e) in a way that is easy to read |
| _____ 6. immigrant | f) something that shows that what you say or write is true |
| _____ 7. counter | g) a high table/shelf that you can walk up to |
| _____ 8. estimate | h) a person who moved from another country |
| _____ 9. clearly | i) assigned, specific to someone or something |
| _____ 10. designated | j) an approximate guess |

Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Circle any new words or phrases that you need to practice.

Clerk: **What can I do for you today?**

New Resident: **I need to apply for a health card.**

Clerk: **Did you bring two pieces of ID?**

New Resident: Yes. **I have my driver's license and my birth certificate.**

Clerk: Great. **Do you have a proof of address with you?**

New Resident: Um...I have a bill for my hydro.

Clerk: That will do. Have a seat and fill out these forms.
Please print clearly. **Do you need a pen?**

New Resident: Yes, please. Should I bring this back to you when I'm done?

Clerk: No. Here is your number. When your number is called, go to the designated counter.

New Resident: Okay. **How long is the wait?**

Clerk: The estimated wait is about half an hour.

New Resident: **That's not too bad.**

Clerk: It's not too busy today.
If you have any questions about the form, please let me know.

Practice

Work with your partner. Role-play the dialogue on page 2, substituting the different expressions below. Then switch roles.

1. **What can I do for you today?**

- How can I help you?
- What brings you in today?

2. **I need to apply for a health card.**

- I need a new driver's license.
- I lost my library card.
- I need to renew my health card.
- I'm here to get a driver's license.

3. **Did you bring two pieces of ID?**

- Do you have some identification?
- Which two pieces of ID did you bring?

4. **I have my driver's license and my birth certificate.**

- I brought my birth certificate and my passport.
- I have a photocopy of my ID.
- I can show you my visa and my student card.

5. **Do you have a proof of address with you?**

- I need something that shows your current address.
- Do you have a piece of mail?
- Do you have something with your address on it?

6. **Do you need a pen?**

- Do you have something to write with?
- Would you like to borrow my pen?

7. **How long is the wait?**

- Do you know how long it will take?
- Do you know when they'll call my number?

8. **That's not too bad.**

- That's acceptable.
- That's not too long.
- That's fine.

9. **If you have any questions about the form, please let me know.**

- If you have any questions, just ask.
- Let me know if you need me.
- Holler if you need me.

Listening Practice

Listen to the recording of the dialogue from page 2. Fill in the missing words as you listen. Listen again. Now look back at page 2 and check your work. Did you fill in the correct words? Did you spell everything correctly?

Clerk: What can I do for you today?

New Resident: I need _____ for a health card.

Clerk: Did you bring two pieces of ID?

New Resident: Yes, I have my driver's license and my _____.

Clerk: Great. Do you have a proof of address with you?

New Resident: Um...I have a _____ for my hydro.

Clerk: _____. Have a seat and fill out these forms.
Please print clearly. Do you need a pen?

New Resident: Yes, please. Should I bring this back to you when I'm done?

Clerk: No. Here is your number. When your number is called,
go to the designated _____.

New Resident: Okay. How long is _____?

Clerk: The _____ wait is about half an hour.

New Resident: That's not too bad.

Clerk: It's not _____ today.
If you have any questions about the form, please let me know.

Work with a partner. Write a dialogue about filling out an application using phrases from page 3. Your dialogue can take place at a library, a government office, a school, a doctor's office, or any other type of office that you can think of. Practice and present the dialogue to your class.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Review

Task 1

LISTEN & ANSWER

Listen to the conversation and answer the questions.
Your teacher will tell you if you have to write or say the answers.

1. What type of form is the new resident filling out?

2. How does the resident confirm her identification?

3. How does the resident confirm her new address?

4. How will the applicant know when it's time to speak to a service agent?

5. How long is the wait?

Task 2

WRITING CLEARLY

Demonstrate your ability to print personal information clearly in English. Use a blue or black pen. On a blank piece of paper, write your full name, mailing address, date of birth, and nationality. Proofread your information and submit it to your teacher.