

Filling Out Forms

The LaRue Literacy Exercises

Created by Charles LaRue through a grant from the Minnesota Department of Education under the supervision of the Minnesota Literacy Council

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Comments and feedback are welcome.

Introduction:

How To Fill Out a Form

Filling out forms means writing your personal information in the correct place. This form starts with last name. This student's last name is Ivanova.

Entrance Form		
1. Last Name:	<i>Ivanova</i>	First Name:
2. Address:		
3. City:	State:	Zip Code:
4. Signature:		
5. Date:		

Then she writes her first name which is Liliya.

Entrance Form		
1. Last Name:	<i>Ivanova</i>	First Name: <i>Liliya</i>
2. Address:		
3. City:	State:	Zip Code:
4. Signature:		
5. Date:		

She writes her address on two lines. On the first line is the street name. She lives at 123 First Street. After that she writes the apartment number. She lives in apartment 215.

Entrance Form		
1. Last Name:	<i>Ivanova</i>	First Name: <i>Liliya</i>
2. Address:	<i>123 First Street Apartment 215</i>	
3. City:	State:	Zip Code:
4. Signature:		
5. Date:		

On the next line she write her city which is Fridley.
Then her state, MN, which is short for Minnesota.
And her Zip Code, 55432.

Entrance Form	
1. Last Name: <i>Ivanova</i>	First Name: <i>Liliya</i>
2. Address: <i>123 First Street Apartment 215</i>	
3. City: <i>Fridley</i>	State: <i>MN</i> Zip Code: <i>55432</i>
4. Signature:	
5. Date:	

On the next line she signs her first and last name.

Entrance Form	
1. Last Name: <i>Ivanova</i>	First Name: <i>Liliya</i>
2. Address: <i>123 First Street Apartment 215</i>	
3. City: <i>Fridley</i>	State: <i>MN</i> Zip Code: <i>55432</i>
4. Signature: <i>Liliya Ivanova</i>	
5. Date:	

On the last line she writes the date, October 6, 2004.

Entrance Form	
1. Last Name: <i>Ivanova</i>	First Name: <i>Liliya</i>
2. Address: <i>123 First Street Apartment 215</i>	
3. City: <i>Fridley</i>	State: <i>MN</i> Zip Code: <i>55432</i>
4. Signature: <i>Liliya Ivanova</i>	
5. Date: <i>10/06/04</i>	

Karim is filling out a different form. First, he writes his last name.
Next he writes his first name.

Entrance Form		
1. Last Name:	<i>Albaz</i>	First Name: <i>Karim</i>
2. Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
3. Address:		
4. City:	State:	Zip Code:
5. Signature:		
6. Date:		

Then, because he's a man, he checks the box for Male.

Entrance Form		
1. Last Name:	<i>Albaz</i>	First Name: <i>Karim</i>
2. Sex:	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
3. Address:		
4. City:	State:	Zip Code:
5. Signature:		
6. Date:		

On the next line he writes his street address with his apartment number.

Entrance Form		
1. Last Name:	<i>Albaz</i>	First Name: <i>Karim</i>
2. Sex:	Male <input checked="" type="checkbox"/>	Female <input type="checkbox"/>
3. Address:	<i>1515 North Highway 10 Apt. 117</i>	
4. City:	State:	Zip Code:
5. Signature:		
6. Date:		

On the following line he writes his city, which is Blaine.
For his state, Minnesota, he writes MN.
His zip code is 55449.

Entrance Form	
1. Last Name:	<i>Albaz</i> First Name: <i>Karim</i>
2. Sex:	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
3. Address:	<i>1515 North Highway 10 Apt. 117</i>
4. City:	<i>Blaine</i> State: <i>MN</i> Zip Code: <i>55449</i>
5. Signature:	
6. Date:	

He signs his first and last name.

Entrance Form	
1. Last Name:	<i>Albaz</i> First Name: <i>Karim</i>
2. Sex:	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
3. Address:	<i>1515 North Highway 10 Apt. 117</i>
4. City:	<i>Blaine</i> State: <i>MN</i> Zip Code: <i>55449</i>
5. Signature:	<i>Karim Albaz</i>
6. Date:	

On the last line he writes the date.

Entrance Form	
1. Last Name:	<i>Albaz</i> First Name: <i>Karim</i>
2. Sex:	Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>
3. Address:	<i>1515 North Highway 10 Apt. 117</i>
4. City:	<i>Blaine</i> State: <i>MN</i> Zip Code: <i>55449</i>
5. Signature:	<i>Karim Albaz</i>
6. Date:	<i>November 15, 2004</i>

Minh is filling out a different form. First, she writes her last name.
Then she writes her first name.

Entrance Form	
1. Last Name: <i>Tran</i>	First Name: <i>Minh</i>
2. Social Security Number:	
3. Daytime Phone:	
4. Evening Phone:	
5. Signature:	Date:

Next she has to write her social security number, which is 456-54-6552.

Entrance Form	
1. Last Name: <i>Tran</i>	First Name: <i>Minh</i>
2. Social Security Number: <i>456-54-6552</i>	
3. Daytime Phone:	
4. Evening Phone:	
5. Signature:	Date:

Then she writes her daytime phone number. Since she works during the day, she writes her telephone number at work which is 763-323-5555.

Entrance Form	
1. Last Name: <i>Tran</i>	First Name: <i>Minh</i>
2. Social Security Number: <i>456-54-6552</i>	
3. Daytime Phone: <i>763-323-5555</i>	
4. Evening Phone:	
5. Signature:	Date:

On the next line she writes her evening phone number, 763-455-4444, which is her number at home.

Entrance Form	
1. Last Name: <i>Tran</i>	First Name: <i>Minh</i>
2. Social Security Number: 456-54-6552	
3. Daytime Phone: 763-323-5555	
4. Evening Phone: 763-455-4444	
5. Signature:	Date:

On the last line she signs her name.
Then she fills in the date, which is September 12, 2004.

Entrance Form	
1. Last Name: <i>Tran</i>	First Name: <i>Minh</i>
2. Social Security Number: 456-54-6552	
3. Daytime Phone: 763-323-5555	
4. Evening Phone: 763-455-4444	
5. Signature: <i>Minh Tran</i>	Date: <i>9/12/04</i>