<table>
<thead>
<tr>
<th>900 exercises in vocational communication</th>
<th>Notes for teachers</th>
<th>D1 / 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General aim</strong></td>
<td>D: Write a message</td>
<td></td>
</tr>
<tr>
<td><strong>Level of difficulty</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Intermediate aim</strong></td>
<td>1: Produce a written message</td>
<td></td>
</tr>
<tr>
<td><strong>Operational aim</strong></td>
<td>2: Fill in a form</td>
<td></td>
</tr>
<tr>
<td><strong>Pre-requisites</strong></td>
<td>- Ability to read.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to write simple sentences</td>
<td></td>
</tr>
<tr>
<td><strong>Number of exercises</strong></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Summing up exercise</strong></td>
<td>D1/11-1.5</td>
<td></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
<td>These forms are not authentic. They are based on forms used in the different countries of the European Union. The teacher can ask the learners to bring in forms that could be photocopied and then filled in.</td>
<td></td>
</tr>
</tbody>
</table>
Here is an example of a form.

I want to make an appointment with a financial adviser. I have to fill in the form. Then I must take it to the bank. The financial adviser will phone me. He will suggest a date for an appointment.

Here is my form filled in:

☐ Mrs    ☑ Mr

Last name: **MALLET**

First name: **Mark**

Address: 3, **Beaver Road**

Postcode: **TN23 7SE**

Town & County: **ASHFORD, KENT**

Phone no.: **01233 678151**

Mobile phone: **07955 441263**

When can we phone you?
*Any day in the week except Tuesday, between 12:30 and 2pm.*
Here is the form from the page before.

It is not filled in.

Fill it in with your details.

☐ Mrs    ☐ Mr

Last name: _________________________________________

First name: _________________________________________

Address: _________________________________________

Postcode: _________________________________________

Town & County: ______________________________________

Phone no.: _________________________________________

Mobile phone: _______________________________________

When can we telephone you? ___________________________

______________________________

SHOW YOUR WORK TO THE TEACHER
You are applying for a job at the supermarket Al Fresco’s.
Fill in the application form.

Application form for the supermarket Al Fresco’s

<table>
<thead>
<tr>
<th>Personal data:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name (1): __________________________________________</td>
</tr>
<tr>
<td>Maiden name: ____________________________________________</td>
</tr>
<tr>
<td>First name: _______________________________</td>
</tr>
<tr>
<td>Number and street: ______________________________________</td>
</tr>
<tr>
<td>Town and postcode: ________________________________</td>
</tr>
<tr>
<td>Country: ______________________________________________</td>
</tr>
<tr>
<td>Phone number: ________________________________</td>
</tr>
<tr>
<td>Mobile number: ________________________________</td>
</tr>
<tr>
<td>E-mail: ________________________________</td>
</tr>
<tr>
<td>Driving licence(2): YES ☐ NO ☐</td>
</tr>
<tr>
<td>Date of birth: ________________________________</td>
</tr>
<tr>
<td>Place of birth: ________________________________</td>
</tr>
<tr>
<td>Nationality: ________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educational background:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools: Primary ☐ Secondary ☐ Higher/further ☐</td>
</tr>
<tr>
<td>Certificates or diplomas obtained: ________________________________</td>
</tr>
<tr>
<td>Mother tongue: ________________________________</td>
</tr>
<tr>
<td>Foreign languages: ________________________________</td>
</tr>
</tbody>
</table>

(1) In block capitals  
(2) Tick the box applicable

Look at the answers for D1/12–1.3
Here is the form a young woman has filled in:

**Application form for the supermarket Al Fresco’s**

**Personal data:**
Last name (1): __________________________________________
Maiden name: ___________________________________________
First name: _____________________________________________
Number and street: _______________________________________
Town and postcode: ______________________________________
Country: ________________________________________________
Phone number: __________________________________________
Mobile number: __________________________________________
E-mail: _________________________________________________
Driving licence(2): YES ☐ NO ☐

Date of birth: __________________________________________
Place of birth: __________________________________________
Nationality: ____________________________________________

**Educational background:**
Schools: Primary ☐ Secondary ☐ Higher/further ☐
Certificates or diplomas obtained: __________________________
Mother tongue: __________________________________________
Foreign languages: ______________________________________

---

(1) *In block capitals*
(2) *Tick the box applicable*
Adrian Barber was born on 17 August 2000 in Hythe (Kent). He wants to join the football section of the club. This is his first enrolment. He lives with his mother. Address: 3 Saltwood Road, HYTHE, Kent CT21 4AD. His mother’s name is Veronica Barber. Her phone number is 01303 661941. Her mobile number is 0784522962.

You are doing a work placement in the secretary’s office of the club. You help Adrian to fill in the enrolment form.

LAKESIDE SPORTS CLUB
ENROLMENT FORM

First enrolment (1)
Re-enrolment (1)

Sport:
Last name:
First name:
Address:
Date of birth:
Place of birth:
Guardian (mother/father/other):
Full name:
Phone numbers: Home:
Mobile:

(1) Tick the box applicable

Look at the answers for D1/12–1.4
Adrian CAMBRY was born on 17 August 2000 in (F-92210).
He wants to join the football section of the club.
This is his first enrolment.
He lives with his mother. Address: 3 Saltwood Road, HYTHE, Kent CT21 4AD
His mother’s name is Veronica Barber.
Her phone number is 01303 661941. Her mobile number is 0784 522962.
You are doing a work placement in the secretary’s office of the club.
You help Adrian to fill in the enrolment form.

LAKESIDE SPORTS CLUB
ENROLMENT FORM

First enrolment (1) √
Re-enrolment (1) ☐

Sport : Football
Last name : Barber
First name : Adrian
Address : 3 Saltwood Road, HYTHE, Kent CT21 4AD
Date of birth : 17 August 2000
Place of birth : Hythe, Kent
Guardian (mother/father/other): Mother
Full name : Veronica Barber

Phone numbers : Home: 01303 661941
                Mobile: 0784 522962

(1) Tick the box applicable
Your twin sister Lucy Garner is at college.  
Your name is Lucian Garner. You have just been offered a very well paid job.  
You would like to help your sister to pay her rent.  
You want to give her 250 € a month for a year.

You are going to make a standing order at your bank.  
Your sister will receive this amount in her account.  
The sum will be paid into her account on the 1st of each month.

You have to fill in the following form.  
You are the principal. Your sister is the beneficiary.  
Your bank is BPP and your sister’s is the same.  
Your account number is: FR72 3007 5000 3652 1289 2745 45  
Your sister’s account number is: FR72 3007 5000 3623 4316 1852 34

### Standing order

- **Full name of beneficiary:**  
- **Bank of beneficiary:**  
- **Account number:**  
- **Full name of principal:**  
- **Bank of principal:**  
- **Principal’s account number:**  
- **Sum to be paid, in Euros:**  
- **Date of payment of the sum each month:**  
- **First payment:**  
- **Last payment:**  
- **Reason (optional):**  
- **Signature of principal:**

Look at the suggested answers for D1/12–1.5
Your twin sister Lucy Garner is at college. Your name is Lucian Garner. You have just been offered a very well paid job. You would like to help your sister to pay her rent. You want to give her 250 € a month for a year.

You are going to make a standing order at your bank. Your sister will receive this amount in her account. The sum will be paid into her account on the 1st of each month.

You have to fill in the following form. You are the principal. Your sister is the beneficiary. Your bank is BPP and your sister’s is the same. Your account number is: FR72 3007 5000 3652 1289 2745 45 Your sister’s account number is: FR72 3007 5000 3623 4316 1852 34

**Standing order**

Full name of beneficiary: *Lucy Garner*
Bank of beneficiary: *BPP*
Account number: *FR72 3007 5000 3623 4316 1852 34*
Full name of principal: *Lucian Garner*
Bank of principal: *BPP*
Principal’s account number: *FR72 3007 5000 3652 1289 2745 45*
Sum to be paid, in Euros: *250*
Date of payment of the sum each month: *1st day*
First payment: *1st October 2008*
Last payment: *1st September 2009*
Reason (optional): *Help paying rent.*
Signature of principal:

*L. Garner*
You are having a medical examination. It is to test the solidity of your bones. Before the examination, you are asked to fill in a form. This form concerns your eating habits. The questionnaire is about your calcium intake.

<table>
<thead>
<tr>
<th>Ms</th>
<th>Mr.</th>
</tr>
</thead>
</table>

Last name:

First name:

Age:

Profession:

Do you have some milk every day?  YES  NO

If so, how much:  a spoonful  a cup  a glass

How many yoghurts do you eat each week?

1  2  3  more than 3.

How much fromage frais do you eat a week?

1 pot  2 pots  3 pots  more than 3 pots.

How many portions of cheese do you eat a week?

1 portion  2 portions  3 portions  more than 3 portions.
You have probably written your name, age and profession. But you may also have made up the information. In this answer, the information is made up.

Did you only tick one box for each question?

- X Ms  □ Mr.

Last name: Brown

First name: Mary

Age: 27

Profession: Hairdresser

Do you have some milk every day? X YES □ NO

If so, how much: □ a spoonful □ a cup X a glass

How many yoghurts do you eat each week?

□ 1 □ 2 X 3 □ more than 3.

How much fromage frais do you eat a week?

□ 1 pot X 2 pots □ 3 pots □ more than 3 pots.

How many portions of cheese do you eat a week?

□ 1 portion X 2 portions □ 3 portions □ more than 3 portions.
You have been looking for a soul mate for a long time now. 
You decide to try Internet. 
You join a lonely hearts club.

You have already filled in the form about yourself. 
Now you have to fill in the questionnaire about the sort of person you are looking for.

Fill in the form and play the game!

### Compulsory information

<table>
<thead>
<tr>
<th>Looking for:</th>
<th>☐ Woman</th>
<th>☐ Man</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town or county:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age bracket:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of qualifications:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Smoker</td>
<td>☐ Non smoker</td>
<td></td>
</tr>
</tbody>
</table>

### Optional information

<table>
<thead>
<tr>
<th>Height:</th>
<th>Weight:</th>
<th>Colour of hair:</th>
<th>Colour of eyes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interests/pastimes (tick the boxes):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Reading</td>
<td>☐ Cinema</td>
<td>☐ Arts</td>
<td>☐ Animals</td>
</tr>
<tr>
<td>☐ Travel</td>
<td>☐ Games</td>
<td>☐ Outings</td>
<td>☐ Theatre</td>
</tr>
<tr>
<td>☐ Walking</td>
<td>☐ Television</td>
<td>☐ Cooking</td>
<td>☐ DIY</td>
</tr>
<tr>
<td>☐ Music</td>
<td>☐ Computers</td>
<td>☐ Video games</td>
<td>☐ Dancing</td>
</tr>
</tbody>
</table>

Look at the suggested answers for D1/12–1.6
You have probably written your name, age and profession. But you may also have made up the information. In this answer, the information is made up.

### Compulsory information

<table>
<thead>
<tr>
<th>Looking for:</th>
<th>X Woman</th>
<th>□ Man</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town or county: Essex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age bracket: 25-35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of qualifications: Indifferent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Smoker</td>
<td>X Non smoker</td>
<td></td>
</tr>
</tbody>
</table>

### Optional information

| Height: 1m 60 – 1m 70 |
| Weight: 50 to 60 kg |
| Colour of hair: Indifferent |
| Colour of eyes: Indifferent |
| Leisure interests (tick the boxes): |
| □ Reading | X Cinema | □ Arts | X Animals | □ Sport |
| X Travel | □ Games | □ Outings | □ Theatre | X Nature |
| X Walking | □ Television | □ Cooking | □ DIY |
| X Music | X Computers | □ Video games | □ Dancing |
Last Saturday at the supermarket you lost your car registration papers. These papers prove the identity of the owner of a vehicle.

You therefore have to declare your loss.

Your car is a Clio, and the make is Renault, registration number: 22 61 JTT 92. Its power is 5 HP (horse power).

Fill in the form to declare the theft or loss.

Careful!

Tick the right square for “loss” or “theft”.

Do not fill in the part reserved for the administration!

Tick the right square for “Mr”, “Mrs” or “Miss”.

Write the registration number in the large square.

At the bottom: write the date when you fill in the form.

Do not forget to sign.

The exercise continues on the next page
Form N° 12096 01

Declaration of

☐ Loss
☐ Theft

of registration papers
(registration book)

IMPORTANT

This document replaces car registration papers for a period of one month from the date of this declaration.

Section reserved for Administration

- Proof of identity:
  Number: Date and place of issue:
  Issuing authority: Date: ______________________
  Signature and stamp

- In case of theft, specify: declaration no.:
  drawn up on: by:

INFORMANT

Please use block capitals, and write with a ballpoint pen

☐ Mr ☐ Mrs ☐ Miss

Full name: (add maiden name if applicable)
Date and place of birth:

Address: _______________________________________________________________
Post code: _________________

VEHICLE

TYPE ___________________ MAKE ___________________ ENGINE SIZE ____________

Registration number

Date ______________________

Signature of informant:

Look at the suggested answers for D1/12–1.8
Form N° 12096 01  

Declaration of

- Loss  
- Theft

of registration papers  
(registration book)

IMPORTANT

This document replaces car registration papers for a period of one month from the date of this declaration.

Section reserved for Administration

- Proof of identity:
  Number:  
  Date and place of issue:  
  Issuing authority:  
  Date: _______________________
  Signature and stamp

- In case of theft, specify: declaration no.:  
  drawn up on:    by:

INFORMANT

Please use block capitals, and write with a ballpoint pen

Mr  Mrs  Miss

Full name: William Mason  
(add maiden name if applicable)  
Date and place of birth: 12/08/78, Wellington, Shropshire

Address: 12, Palatine Road, Manchester  
Code postal : M22 4DB

VEHICLE

TYPE  Clio  MAKE  Renault  ENGINE SIZE  5

Registration number  TG 485 SVG

Date ______ 7 October 2007 ________________________________

Signature of informant:  William Mason
The accident report…

A man bumped into the back of you while reversing into a parking space. Your car was stationary. You had just got into it. You had not yet turned on the ignition.

No one was injured. But your left-hand headlamp is broken. There is no damage to the other car. So you do an accident report. The other driver’s insurance will pay for the damage.

On the next page you will find the form for the accident report. It is in two languages, French and English.

You will fill in your part of the report (vehicle A). You can make up all the information required (name, place, time, make of car, etc.) You can also use the documents on page 2 as inspiration.

Draw a diagram in the empty space at the bottom. Your drawing must be very simple. You will draw the two cars at the moment of the accident. (You can represent the cars by simple rectangles).

Put the name of the street on your sketch. You will mark A on your car and B on the other.

Do not forget to sign it.

You can use the documents on page 2 as inspiration. But you do not have to.

You can show your work to the teacher.

The exercise continues on the next page
Here is an extract from some car papers:

**MINISTRY OF TRANSPORT**

**REGISTRATION CARD**

<table>
<thead>
<tr>
<th>Registration number</th>
<th>KA 6654</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of manufacture</th>
<th>23.05.2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other country</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>Owner</td>
<td>23.05.2007</td>
</tr>
<tr>
<td>Last name</td>
<td>KLEIN</td>
</tr>
<tr>
<td>First names</td>
<td>ARTHUR JEAN JAQUES</td>
</tr>
<tr>
<td>Street and number</td>
<td>16, RUE DE LA GARE</td>
</tr>
<tr>
<td>Town</td>
<td>L-6673 MERTERT</td>
</tr>
<tr>
<td>Date</td>
<td>23.05.2007</td>
</tr>
</tbody>
</table>

**Category** CAR  
**Form of bodywork** ESTATE  
**Make** SKODA  
**Type** IZ / OCTAVIA  
**Chassis number** TMBGE61Z662155603  
**Fuel** DIESEL  
**Engine size** 103  
**Colour** BLUE  
**Valid** FROM 23 05 07 TO 23 05 08  
**Serial and policy number** L 33160295 / 107969

Here is an extract from a green card (insurance certificate):

**INTERNATIONAL AUTOMOBILE INSURANCE CARD**

<table>
<thead>
<tr>
<th>VALID</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23 05 07</td>
<td>23 05 08</td>
</tr>
</tbody>
</table>

**Registration number** KA 6654  
**Category and make of vehicle** Car A SKODA OCTAVIA  
**Name and address of the insured (or the user of the vehicle)** Mr KLEIN Arthur John 16, Station Road L-6673 MERTERT  
**This card delivered by:** NORTHWICH Insurance  

*Euro Cordiale, a not-for-profit Association creating teaching tools - European Leonardo da Vinci Programme - [www.euro-cordiale.lu](http://www.euro-cordiale.lu)*
12. CIRCONSTANCES

Mettre en croix dans l'encadré les cases utiles pour préciser le croquis

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
</tr>
<tr>
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</tr>
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<td>17</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>0</td>
</tr>
</tbody>
</table>

**Premier lieu de l'accident**

**Description du véhicule A**

**Description du véhicule B**

**Mesures effectuées**

**Signatures des conducteurs**