MATURA WRITING TASKS
FILLING IN FORMS

Level B1

Your goal at B1: Read form labels correctly and give short, exact answers. Use block capitals and the right date format, tick the correct boxes, and complete a simple form neatly.

B1 · PHASE 1 – MATCH THE LABEL TO THE ANSWER

Forms use labels you must understand. Match each label to the right answer. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Form label	Answer (mixed up)
1 Surname	a 25/03/2007
2 First name	b Slovenian
3 Date of birth	c Novak
4 Nationality	d dominik.novak@email.com
5 E-mail	e Dominik

TASK: What does each of these labels ask for: 'Title', 'Postcode', 'Signature'?

B1 · PHASE 2 – FORM WORDS (MATCH)

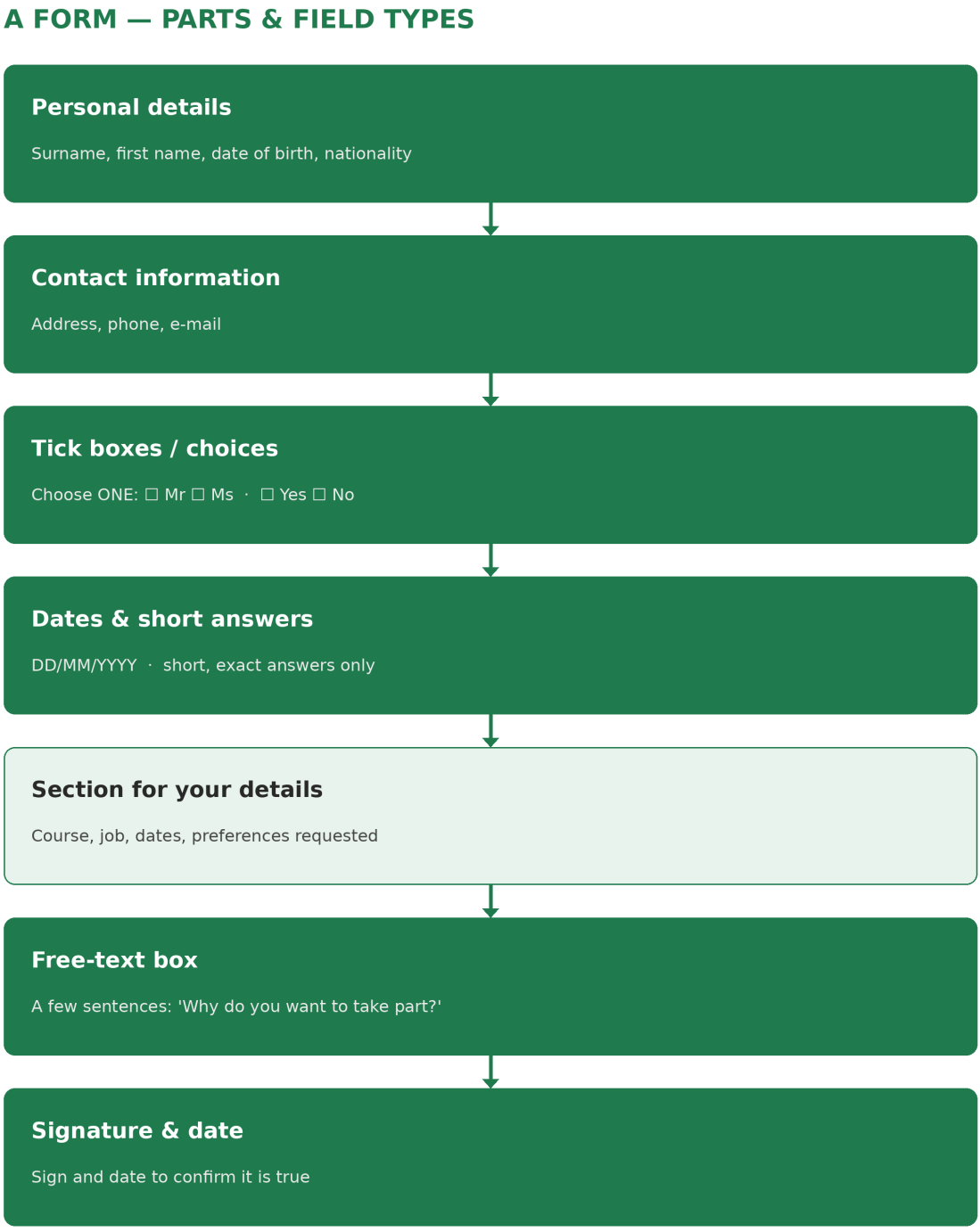
Match each form instruction to what it means. **The order is mixed up.**

Form instruction	Meaning (mixed up)
1 Block capitals	a write your name to confirm it is true
2 Delete as appropriate	b write in CAPITAL LETTERS
3 Sign here	c a field that does not apply to you
4 N/A	d cross out the option that is not true

TASK: Write your own full name in block capitals.

B1 · THE PARTS OF A FORM

Study this before you start. A form is not written in full sentences or paragraphs. You read each label carefully and give the exact information asked for – often in BLOCK CAPITALS, with dates as DD/MM/YYYY, and ticks in the right boxes. Only the free-text box needs full sentences.



Golden rules for forms. Read every label first. Use **BLOCK CAPITALS** where asked. Write dates as **DD/MM/YYYY**. **Tick** the correct box (usually only one). Give **short, exact** answers – not full sentences – except in the free-text box. Leave nothing blank; write **N/A** if a field does not apply. Sign and date at the end.

B1 · PHASE 3 – SHORT ANSWERS, NOT SENTENCES

Forms need short, exact answers. Rewrite each full sentence as a short form answer.

1 My surname is Novak. → _____
2 I was born on the third of May 2007. → _____
3 I live at 24 Green Street, Maribor. → _____
4 I would like to do the morning course. → _____
5 My phone number is 040 123 456. → _____

B1 · PHASE 4 – DATES & CAPITALS

Write each date in the form DD/MM/YYYY, and each name in BLOCK CAPITALS.

1 7 January 2008 → _____
2 22 October 2006 → _____
3 Maja Horvat → _____ (block capitals)
4 the 1st of December 2007 → _____
5 Luka Zupan → _____ (block capitals)

B1 · PHASE 5 – TICK THE RIGHT BOX

On a form you usually tick ONE box. Read each situation and say which box to tick.

■ Mr ■ Ms ■ Mrs | Meal: ■ Vegetarian ■ Non-vegetarian | T-shirt: ■ S ■ M ■ L

1 You are a woman and not married. Which title box?
2 You do not eat meat. Which meal box?
3 You wear a medium size. Which T-shirt box?

B1 · PHASE 6 – COMPLETE THE FORM

Fill in this simple library membership form with your own (real or invented) details.

CITY LIBRARY – MEMBERSHIP FORM	
SURNAME (block capitals)	
First name	
Date of birth (DD/MM/YYYY)	
Address	
E-mail	
Membership: ■ Student ■ Adult	

B1 · PHASE 7 – THE FREE-TEXT BOX

Some forms have one box that needs full sentences. Write 2–3 sentences answering the question below.

Why would you like to join the library?

B1 · PHASE 8 – SPOT & FIX THE MISTAKES

Each form answer has one problem. Find it and correct it.

1 Surname: My surname is Novak.
2 Date of birth: 2007/5/3
3 Name in block capitals: dominik novak
4 Nationality: I come from Slovenia and I am Slovenian.
5 Title: Mr ✓ Ms ✓ (ticked both)

B1 · PHASE 9 – PLAN YOUR ANSWERS

Before filling in a booking form, note the exact information you will need.

Field	My information
Full name (block capitals)	_____
Date of birth	_____
Contact details	_____
Choice / preference to tick	_____
Free-text answer (notes)	_____

B1 · FINAL WRITING TASK

Read the situation, then complete the form.

You want to sign up for a **summer sports camp**. Complete the registration form below with your details (real or invented), then answer the free-text question in full sentences.

SUMMER SPORTS CAMP – REGISTRATION FORM	
SURNAME (block capitals)	
First name	
Date of birth (DD/MM/YYYY)	
Address	
Phone / e-mail	
Sport: ■ Football ■ Basketball ■ Swimming	
Session: ■ Morning ■ Afternoon	

Why do you want to join this camp, and what do you hope to gain? (Write 30–40 words in full sentences.)