MATURA WRITING TASKS

FILLING IN FORMS

Level B2

Your goal at B2: Complete more detailed forms accurately, interpret less obvious labels, and write clear, well-focused free-text answers that give the reader exactly what they ask for.

B2 · PHASE 1 – INTERPRET THE LABEL

Some form labels are less obvious. Match each label to what it actually asks for. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Form label	What it asks for (mixed up)
1 Next of kin	a the languages you can speak
2 Preferred contact method	b a person to contact in an emergency
3 Dietary requirements	c phone, e-mail or post
4 Languages spoken	d food you cannot or prefer not to eat
5 Availability	e when you are free to start or attend

TASK: In your own words, explain 'emergency contact' and 'previous experience'.

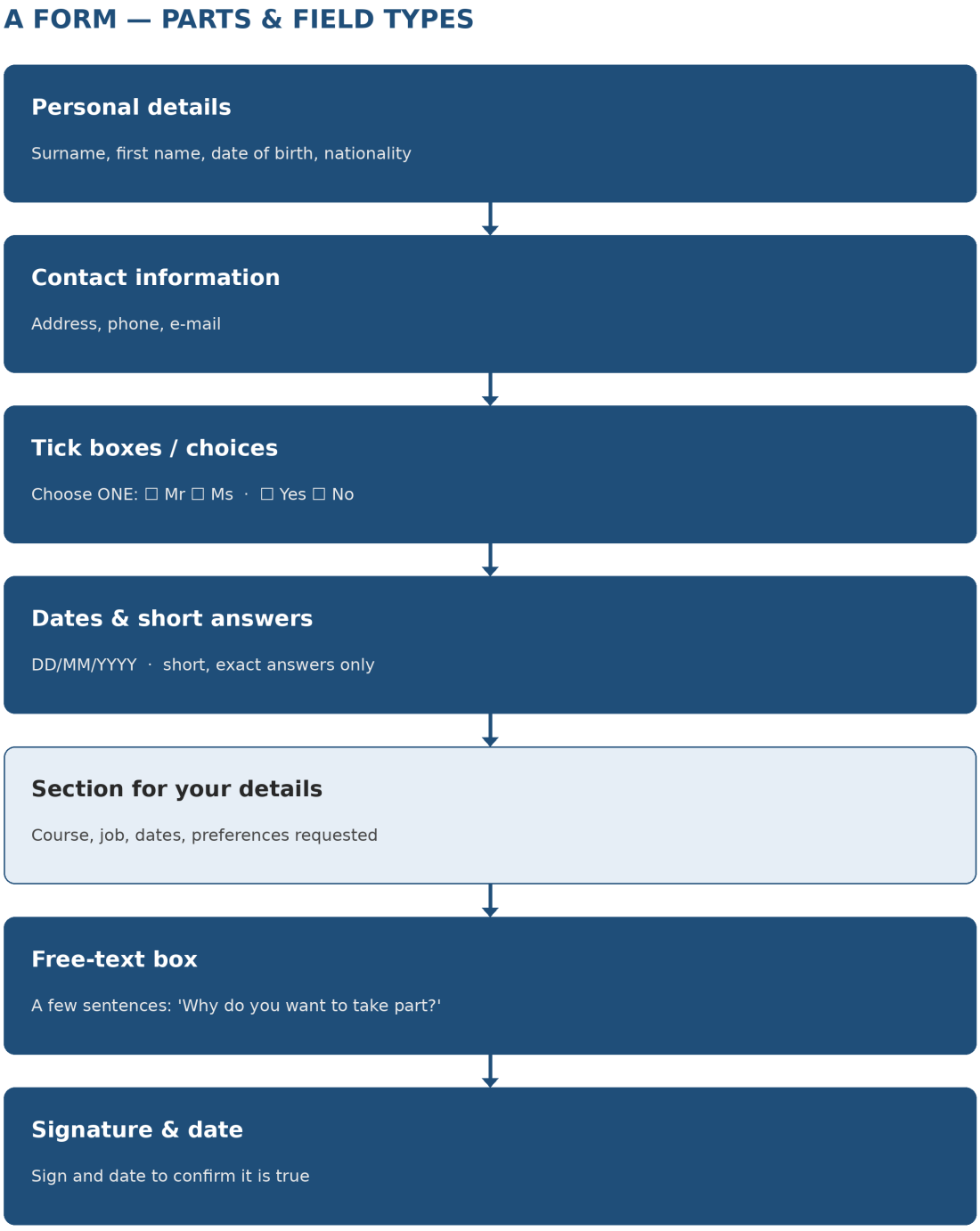
B2 · PHASE 2 – CONCISE, EXACT ANSWERS

Form answers must be concise and exact. Rewrite each wordy answer in form style.

1 Well, I can speak English quite well and also a bit of German.
2 I am usually free in the afternoons and at weekends.
3 I have worked before, mostly in shops and cafés.
4 I don't really eat meat but fish is fine.
5 You can reach me best by e-mail I think.

B2 · 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.

B2 · PHASE 3 – THE FREE-TEXT SECTION

Longer forms include a short free-text section. For each prompt, write a focused 3–4 sentence answer.

1. Why are you applying for this position?
2. What relevant experience do you have?
3. Why should we choose you for this place?

Keep it relevant – answer exactly what is asked, with one example.

B2 · PHASE 4 – FORMAL REGISTER IN FREE TEXT

The free-text box is still formal. Rewrite each casual answer appropriately.

1. I'd be great at this job, honestly.
2. I've done loads of stuff with kids before.
3. I really really want this place.
4. I'm a people person and good at loads of things.
5. Pick me, you won't regret it!

B2 · PHASE 5 – COMPLETE A DETAILED FORM

Complete this course application form with your details (real or invented).

INTERNATIONAL SUMMER COURSE – APPLICATION	
SURNAME / First name	
Date of birth (DD/MM/YYYY)	
Nationality	
Preferred contact method	
Languages spoken (with level)	
Previous experience	
Course level: ■ Beginner ■ Intermediate ■ Advanced	

Note: give short, exact answers in each field – not full sentences.

B2 · PHASE 6 – ACCURACY & COMPLETENESS

Forms are rejected for small errors. Find and fix the problem in each answer.

1. Availability: whenever, I'm pretty flexible
2. Emergency contact: my mum
3. Languages: English (fluent), German
4. Date: 15th July (no year)
5. Dietary requirements: (left blank although you are vegetarian)

B2 · PHASE 7 – DRAFT A STRONG FREE-TEXT ANSWER

Draft a focused free-text answer (about 50 words) to the prompt below, for a job you would like.

Tell us why you are suitable for this position.

B2 · FINAL WRITING TASK

Read the situation, then complete the form and free-text answer.

You are applying to be a **volunteer at an international youth festival**. Complete the application form below, then write the free-text answer.

YOUTH FESTIVAL – VOLUNTEER APPLICATION	
SURNAME / First name	
Date of birth (DD/MM/YYYY)	
Emergency contact (name & phone)	
Languages spoken (with level)	
Availability (dates)	
Relevant experience	
Role: ■ Guiding ■ Registration ■ Media	

Why do you want to volunteer, and what can you offer? (Write about 50 words in a formal register.)