MATURA WRITING TASKS

FILLING IN FORMS

Level C1

Your goal at C1: Complete complex forms with precision and interpret official or technical labels confidently. Write concise, persuasive free-text sections that are tailored and error-free.

C1 · PHASE 1 – OFFICIAL & TECHNICAL LABELS

Official forms use formal or technical labels. Match each to its meaning. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Official label	Meaning (mixed up)
1 Marital status	a the country/authority that issued your passport
2 Place of issue	b a person who can confirm your character
3 Referee	c single, married, etc.
4 Declaration	d a statement that your information is true
5 Consent	e your formal permission for something

TASK: Explain 'terms and conditions apply' and 'to be completed in block capitals'.

C1 · PHASE 2 – PRECISION UNDER CONSTRAINTS

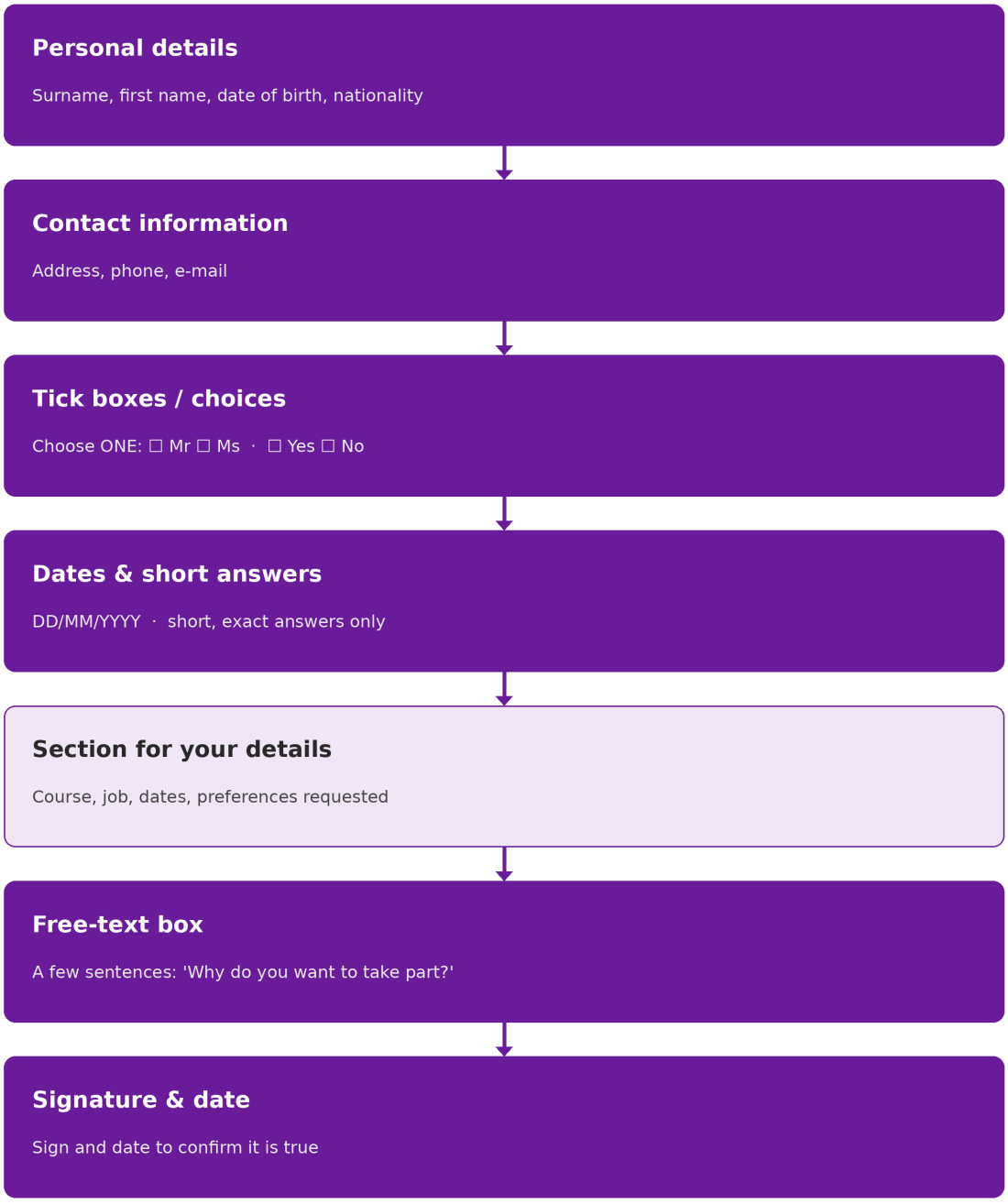
Free-text boxes often set a word or character limit. Rewrite each answer to be precise and within a tight limit (max 15 words each).

1 I have a great deal of experience working in customer-facing roles over many years.
2 I am extremely passionate about this field and have been for as long as I can remember.
3 There are numerous reasons why I believe I would be an excellent fit for this.
4 I would be able to make myself available at more or less any time that suits you.

C1 · 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.

A FORM — PARTS & FIELD TYPES



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.

C1 · PHASE 3 – THE PERSUASIVE STATEMENT

Competitive forms include a 'personal statement' box. Craft a tailored statement using the chain below:

Element	What to include
Hook	one precise line on why you fit
Evidence	a concrete, relevant achievement
Skill	the ability it demonstrates
Fit	how it matches this opportunity
Close	a forward-looking final line

Write a personal statement (about 60–80 words) for an opportunity of your choice.

C1 · PHASE 4 – COMPLETE A COMPLEX FORM

Complete this scholarship application form accurately (real or invented details).

POSTGRADUATE SCHOLARSHIP – APPLICATION FORM	
SURNAME / First name / Title	
Date & place of birth	
Nationality / Place of issue	
Referee (name & position)	
Relevant qualifications	
Funding required: ■ Full ■ Partial	
Declaration signed (Y/N)	

Note: complete every field; enter N/A where a field does not apply.

C1 · PHASE 5 – ELIMINATING PADDING & CLICHÉ

Statements must be sharp. Rewrite each padded line as precise, evidence-based content.

1. I am a highly motivated individual with a passion for excellence.
2. I always give 110% and think outside the box.
3. I have excellent communication skills and work well in a team.
4. This opportunity is a dream come true and I would cherish it.

C1 · PHASE 6 – DECLARATIONS & CONSENT

Official forms end with declarations. Read the sample declaration, then answer the questions.

> *"I declare that the information given above is true and complete to the best of my knowledge. I consent to its use for the purposes of this application."*

1. What are you promising when you sign this?
2. What are you giving permission for?
3. Why might a form be rejected if this is not signed?

C1 · FINAL WRITING TASK

Read the situation, then complete the form and personal statement.

You are applying for a **competitive international internship**. Complete the application form below, then write the personal statement that the form requires.

INTERNATIONAL INTERNSHIP – APPLICATION FORM	
SURNAME / First name / Title	
Date & place of birth	
Nationality	
Referee (name & position)	
Languages (with level)	
Availability (dates)	
Preference: ■ Remote ■ On-site ■ Hybrid	

Personal statement: explain, in about 70 words, why you should be selected. Make it precise, tailored and free of cliché.