

# Unit 2

## Personal information

### Personal details

1-5

1 Listen to the questions and tick the words when you hear them.

- name                       surname                       first name  
 family name               given name                   full name

1-6

2 Listen to the conversations. Fill in the forms. Use the words in the box.

Rita   Arthur   Sue   Hector   Brown   Lo   Cheung   Fernandez

#### Conversation 1

First name: \_\_\_\_\_

Surname: \_\_\_\_\_



#### Conversation 2

First name: \_\_\_\_\_

Surname: \_\_\_\_\_



#### Conversation 3

First name: \_\_\_\_\_

Surname: \_\_\_\_\_



#### Conversation 4

First name: \_\_\_\_\_

Surname: \_\_\_\_\_



3 Listen to four people answer questions. Fill in the forms. Use the words in the box.

Fairlight 7004 York 687

#### Conversation 1

First name: Arthur  
Surname: Lo  
Address: 34 \_\_\_\_\_ Street  
Brunswick  
Postcode: 3056

#### Conversation 2

First name: Sue  
Surname: Cheung  
Address: 2/67 Linda Road  
\_\_\_\_\_  
Postcode: 2094

#### Conversation 3

First name: Hector  
Surname: Fernandez  
Address: \_\_\_\_\_ Wood Road  
Evandale  
Postcode: 5069

#### Conversation 4

First name: Rita  
Surname: Brown  
Address: 5 Collins Avenue  
Battery Point  
Postcode: \_\_\_\_\_

4 Read the addresses. Tick if they are flats or houses.

Address	Flat	House
a 24/687 Wright Avenue Casuarina 0810	<input type="checkbox"/>	<input type="checkbox"/>
b 356 Ewart Street Marrickville 2204	<input type="checkbox"/>	<input type="checkbox"/>
c 11/908 Gordon Street Campsie 2194	<input type="checkbox"/>	<input type="checkbox"/>
d 45/89 Fells Road St Kilda 3182	<input type="checkbox"/>	<input type="checkbox"/>
e 6 Racks Crescent Fisher 2611	<input type="checkbox"/>	<input type="checkbox"/>
f 907/330 Clear Drive Bunya 4055	<input type="checkbox"/>	<input type="checkbox"/>

1-8

5 Read about spelling names.

When we spell names we must pause between each letter eg:

M – A – L – V – E – R – N.

If there are two of the same letter together in a name we sometimes say *double* eg:

Marrickville, M – A – double R – I – C – K – V – I – double L – E.

Listen to the names of these places and write them down. You will hear them three times.

a \_\_\_\_\_

b \_\_\_\_\_

c \_\_\_\_\_

d \_\_\_\_\_

- 6 Listen to the conversations. Write down the people's names and addresses.

**Conversation 1**

Name: Leo \_\_\_\_\_  
 Address: 45 \_\_\_\_\_ Street  
 Holden Hill 5088

**Conversation 2**

Name: Sylvia \_\_\_\_\_  
 Address: 120 \_\_\_\_\_ Street  
 Camperdown 2050

**Conversation 3**

Name: Arthur \_\_\_\_\_  
 Address: 55 Weston Street  
 \_\_\_\_\_ 4306

- 7 Work with a partner. Spell these names.

Bondi	Florey
Cheltenham	Hindmarsh
Dulcote	Indooroopilly
Dulwich Hill	Nakara
Esk	Rapid Creek
Finke	Woonona

- 8 Listen to the telephone numbers. Underline the correct number.

- a My phone number is 9291 9286 / 9291 9268.  
 b His work number is 6376 4218 / 6367 4218.  
 c Her home number is 7209 3923 / 7209 4923.  
 d My mobile number is 0414 098 903 / 0414 097 903.  
 e You can call me on 8345 0987 / 8346 0987.

- 9 Read about saying phone numbers.

When we say phone numbers we pause between groups. This makes it easy to write numbers down eg  
 8253 .... 4671.

Listen to the telephone numbers and write them down.

- a \_\_\_\_\_ .... \_\_\_\_\_  
 b \_\_\_\_\_ .... \_\_\_\_\_  
 c \_\_\_\_\_ .... \_\_\_\_\_  
 d \_\_\_\_\_ .... \_\_\_\_\_  
 e \_\_\_\_\_ .... \_\_\_\_\_

1-12

10 Listen and match the people with their date of birth.

- |                |                          |
|----------------|--------------------------|
| a Maria Delos  | • 24th of September 1964 |
| b Del Porter   | • January the 19th 1945  |
| c Pedro Valdez | • 29th of April 1978     |
| d Abdul Sharif | • 5th of July 1986       |
| e Julie Bell   | • October the 29th 1954  |

1-13

11 Listen and write the date of birth. The first one has been done for you.

- a 4.8.1980.
- b \_\_\_\_\_
- c \_\_\_\_\_
- d \_\_\_\_\_
- e \_\_\_\_\_

1-14

12 Listen and match the people with the countries and nationalities.

- |             |                         |
|-------------|-------------------------|
| a Mohammed  | • Vietnam – Vietnamese  |
| b Jean-Paul | • Afghanistan – Afghani |
| c Ludmila   | • Poland – Polish       |
| d Kim       | • Lebanon – Lebanese    |
| e Marek     | • China – Chinese       |
| f Ibrahim   | • Italy – Italian       |
| g Maria     | • France – French       |
| h Betty     | • Russia – Russian      |

13 Match the country with the language.

- |            |              |
|------------|--------------|
| a Peru     | • Portuguese |
| b India    | • Swedish    |
| c Poland   | • French     |
| d Thailand | • Spanish    |
| e Sweden   | • Hindi      |
| f France   | • Thai       |
| g Portugal | • Polish     |
| h Iran     | • Farsi      |

14 Listen to the conversations. Tick the correct answers.

### Conversation 1

a Carmen was born on:

- 21st March 1967.
- 21st June 1976.
- 21st April 1976.

b Carmen is from:

- Italy.
- Spain.
- Singapore.

c Carmen speaks:

- Italian.
- Spanish.
- Chinese.

### Conversation 2

a Max was born on:

- 3.2.69.
- 2.3.69.
- 3.2.96.

b Max's country of origin is:

- New Mexico.
- New Zealand.
- New Caledonia.

c Max speaks:

- French.
- Spanish.
- English.

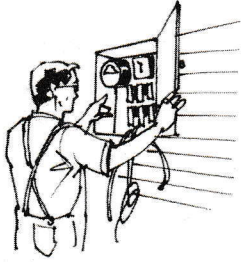
15 Listen to the questions and tick the words you hear.

- occupation
- work
- job
- trade
- living

16 Complete the sentences. Use the words in the box.

clerk	nurse	librarian	plumber	computer programmer
electrician	police officer	shop assistant	mechanic	

a



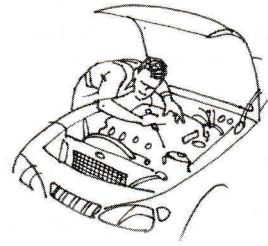
I'm an \_\_\_\_\_.

b



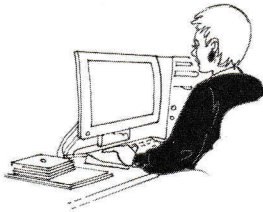
I'm a \_\_\_\_\_.

c



I'm a \_\_\_\_\_.

d



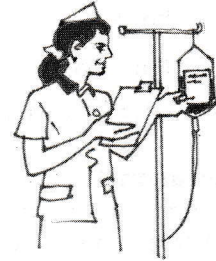
I'm a \_\_\_\_\_.

e



I'm a \_\_\_\_\_.

f



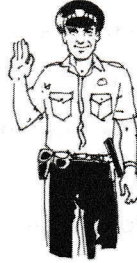
I'm a \_\_\_\_\_.

g



I'm a \_\_\_\_\_.

h



I'm a \_\_\_\_\_.

i



I'm a \_\_\_\_\_.

1-17

17 Listen to John Smith and answer the questions. Use the words in the box.

librarian	nurse	plumber	volunteer	shop assistant	electrician	mechanic
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- a What is John's occupation? \_\_\_\_\_
- b What is his wife's job? \_\_\_\_\_
- c What work does his older sister do? \_\_\_\_\_
- d What work does his younger sister do? \_\_\_\_\_
- e What is his older brother's occupation? \_\_\_\_\_
- f What does his younger brother do? \_\_\_\_\_
- g What work does his mother do? \_\_\_\_\_

## Giving personal details

1-18

- 1 Listen to the people introduce themselves. Fill in the missing words. Use the words in the boxes.

### Conversation 1

near nurse name's live

John: Hello. My \_\_\_\_\_ John.

Sylvia: Oh hi. I'm Sylvia.

John: Do you \_\_\_\_\_ around here Sylvia?

Sylvia: Yes, \_\_\_\_\_ here. And you?

John: I live in Newlands. What work do you do Sylvia?

Sylvia: I'm a \_\_\_\_\_. And what do you do?

John: I'm a doctor.

Sylvia: Oh that's interesting.

### Conversation 2

mechanic here came work

Sylvia: Hi, I'm Sylvia Gonzalez.

Antonio: Hello Sylvia. My name's Antonio. Antonio Modena.

Sylvia: Do you \_\_\_\_\_ in this department?

Antonio: No, I'm a \_\_\_\_\_. So I'm usually down in the workshop.

Sylvia: Where are you from originally?

Antonio: Italy. But I've been \_\_\_\_\_ a long time. And what about you? Gonzalez is Spanish isn't it?

Sylvia: Yes it is. I \_\_\_\_\_ to Australia about ten years ago.

- 2 Work with a partner and practise introducing yourself. Remember to stress important words.

You: Hello. My name is \_\_\_\_\_.

Partner: Oh hi. I'm \_\_\_\_\_.

You: Where do you live?

Partner: I live in \_\_\_\_\_. And what about you?

You: I live in \_\_\_\_\_.

Now change roles.



1-19



3 This is Ana. Listen to her making an appointment. Match the questions and Ana's answers.

Questions	Answers
a What's your family name?	• 9467 8734
b And what's your first name?	• 45 North Rocks Road Epping
c And your address?	• Ana
d What's your telephone number?	• Staples

1-20



4 This is Arthur Lo. Listen to him applying for a credit card. Complete the form for the receptionist. Use the words in the box.

Lo 9467 8734 3056 Businessman York Brunswick 5.11.62 Australian Arthur China

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Address: 34 \_\_\_\_\_ Street \_\_\_\_\_

Postcode: \_\_\_\_\_

Home number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of origin: \_\_\_\_\_

Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

5 Work with a partner and practise making an appointment.

Partner: Good morning. Doctor's Surgery.

You: Hello. Can I make an appointment please?

Partner: Sure. Have you been here before?

You: No.

Partner: Well I need to get some details, then. OK. What's your surname?

You: \_\_\_\_\_.

Partner: And how do you spell that?

You: \_\_\_\_\_.

Partner: And what's your first name?

You: \_\_\_\_\_.

Partner: Right. And your address?

You: \_\_\_\_\_.

Partner: OK. Now what's your telephone number?

You: \_\_\_\_\_.

Partner: OK then, when would you like the appointment?

You: \_\_\_\_\_.

Partner: Yes that's alright. And what time?

You: \_\_\_\_\_.

Partner: Yes that seems to be OK.

You: Thank you very much.

Partner: We'll see you then. Good bye.

You: Bye.

Now change roles.

## Form filling

1 When you fill in a form there can be a number of instructions to follow. Read the information.

### Ticking

- You may be asked to tick the title you use eg:

TITLE:

Mr  Mrs  Ms  Miss Other \_\_\_\_\_

- You may be asked to tick your marital status eg:

MARITAL STATUS:

Single  Married  Widowed  Separated  De facto

- You may be asked to tick your gender or sex eg:

SEX:  Male  Female

2 Read these titles.

Mr (Mister)	• title for a man	eg: <i>Mr Smith</i>
Mrs (Missus)	• title for a married woman	eg: <i>Mrs Smith</i>
Miss	• title for a single woman	eg: <i>Miss Smith</i>
Ms	• title for a single or married woman	eg: <i>Ms Smith</i>
Dr (Doctor)	• title for man or woman doctor	
	• title for man or woman with a PhD	eg: <i>Dr Smith</i>
Professor	• title of highest university teacher	eg: Professor Smith

1-21

3 Listen to the five names and tick the correct title.

- a  Mr  Mrs  Ms  Miss  Dr
- b  Mr  Mrs  Ms  Miss  Dr
- c  Mr  Mrs  Ms  Miss  Dr
- d  Mr  Mrs  Ms  Miss  Dr
- e  Mr  Mrs  Ms  Miss  Dr
- f  Mr  Mrs  Ms  Miss  Other \_\_\_\_\_

1-22

4 Listen to the people and tick the words you hear.

- married  divorced  single  de facto  widowed  separated

1-23

5 Listen and match the people with their marital status.

- a Mohammed • Widowed
- b Jean-Paul • Divorced
- c Ludmila • Separated
- d Kim • De facto
- e Marek • Married
- f Ibrahim • Single

6 Complete these four sentences about the marital status of your family.

- a My sister is \_\_\_\_\_.
- b My brother is \_\_\_\_\_.
- c My mother is \_\_\_\_\_.
- d My cousin is \_\_\_\_\_.

7 Tick your title, sex and marital status.

TITLE:

- Mr  Mrs  Ms  Miss Other \_\_\_\_\_

SEX:

- Male  Female

MARITAL STATUS:

- Single  Married  Widowed  Separated  De facto

8

**Printing**

On forms it is better to print than to use handwriting eg:

Judith Smith ✓ *Judith Smith* X

Tick the names that are printed.

- JUDITH SMITH
- Judith Smith
- JUDITH SMITH

9 Tick the address that is printed.

- 10/409 Brighton St Petersham 2049
- 10/409 Brighton St Petersham 2049
- 10/409 Brighton St Petersham 2049

10 When we write names they begin with capital letters eg: Ms Joan Fijac. Rewrite these names with the capital letters.

- a miss fernanda rodrigez \_\_\_\_\_
- b dr carl kennedy \_\_\_\_\_
- c professor james miller \_\_\_\_\_
- d dr colleen o'neill \_\_\_\_\_
- e mrs toni kozlowska \_\_\_\_\_
- f ms silvia bellimo \_\_\_\_\_

11 Print your name and address.

SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

12

**Block letters**

Many forms ask you to print in block letters. This means all letters are capitals eg: JUDITH SMITH

Tick the names that are written in block letters.

- Miss Fernanda Rodrigez
- DR CARL KENNEDY
- MR JAMES MILLER
- Dr Colleen O'Neill
- MRS TONI KOZLOWSKA
- MS SILVIA BELLIMO

13 Write these names in block letters:

- a John Smith \_\_\_\_\_
- b Judith Smith \_\_\_\_\_
- c Arthur Lo \_\_\_\_\_
- d Rita Brown \_\_\_\_\_

14 Write your name and address in block letters.

SURNAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Small boxes**

Some forms provide small boxes for you to write in. This means you must put one letter or number in each box eg:

SURNAME

J	A	C	K	S	O	N			
---	---	---	---	---	---	---	--	--	--

FIRST NAME

B	R	I	A	N					
---	---	---	---	---	--	--	--	--	--

DATE OF BIRTH

2	4	1	0	5	0
---	---	---	---	---	---

DATE OF BIRTH

Day 24	Month 10	Year 1950
-----------	-------------	--------------

15 Write your details in the small boxes.

SURNAME

--	--	--	--	--	--	--	--	--	--

FIRST NAME

--	--	--	--	--	--	--	--	--	--

DATE OF BIRTH

Day	Month	Year
-----	-------	------

16

**Signing and dating forms**

At the end of most forms you must sign your name and write the day's date eg:

Signature: *Judith Smith*      Date: *5/4/2011*

Write your signature and today's date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

17 Look at the application form that Raoul has completed. Write down the four things Raoul did not do.

**SUMMERTOWN PUBLIC LIBRARY  
MEMBERSHIP APPLICATION**

Please use block letters

NAME: *Raoul Garcia*

ADDRESS: 3714 Greenhills Rd  
Summertown 5141

PHONE NO.: 0411 250 222

Please tick  Male  Female

SIGNATURE: R. GARCIA

DATE: \_\_\_\_\_

- a He did not \_\_\_\_\_.
- b He did not \_\_\_\_\_.
- c He did not \_\_\_\_\_.
- d He did not \_\_\_\_\_.

18 Complete this form.

**APPLICATION FORM**

Title:  Mr  Mrs  Miss  Ms Other: \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home number: \_\_\_\_\_

Work number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Marital status:  Single  Married  De facto  
 Widowed  Separated

Country of origin: \_\_\_\_\_

Nationality: \_\_\_\_\_

Languages spoken: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_