

# Reading and writing on forms



## Word List

**form** = pages with spaces for writing information.

**fill in** (or **complete**) **a form** = write information in the spaces.

**records** = stored information about someone or something.

**file** = a folder keeping lots of paper records in order.

**N/A** or **not applicable** = what you write if a question does not match the real situation e.g. you could write 'N/A' under the heading 'second parent' if a child has only one parent.

**signature** = a special way of writing your name by hand that only you do. Your signature should look nearly the same every time you write it. You have to sign (write your signature on) many forms.

**initial** = the first letter of a word.

**to initial** = write the initial letters of your first and last names only.



## Watch - Observe

When do people in your workplace read and fill in forms?

Where are the completed forms kept?



## Why?

Forms are an easy way to collect and record information that we need to know in the workplace.

Forms are kept in files that are usually stored in alphabetical order or in order of the day they were written (date order). This means the information will be easy to find when we need to look at it again.





## When do we use it? Context

We use forms when we need to collect and record information about children, staff and our service. For example:

- enrolment forms
- sign in and out forms
- medication forms
- incident report forms
- time sheets.

We have to fill in some forms every day or every week. Other forms, such as enrolment forms, only have to be filled out once.

Most forms have a heading. Many have subheadings. Some have instructions on how to complete the form.

Forms often use boxes and dotted lines. These are to make sure the information goes in the right place. They also help to keep the information short.

**Enrolment form**

Please read this form carefully and answer all applicable questions. For any sections that do not apply. Write N/A.

	First parent	Second parent
First name		
Last name		
Home address		
	Suburb. _____	Suburb. _____
	Post code. _____	Post code. _____
Work contact details		

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## Write

Sally Lim's parents are Nancy and Leonel Lim.

Sally's mum Nancy lives in 3/12 Robin St, Wulagi, NT 0812.

Sally's dad lives in 16 Mango St, Nightcliff, NT 0810

Sally's parents have the same postal address: PO Box 636, Casuarina, NT 0811

Fill in the box below using the information given in the story.

READING • LEVEL 1 •

### Parent Information

Child's name: Sally Lim		
	First parent	Second parent
First name		
Last name		
Home address	_____ _____ Suburb _____ Post code 0812	16 Mango St _____ _____ Suburb Nightcliff _____ Post code _____
Mailing address	_____ _____ Suburb _____ Post code _____	_____ _____ Suburb _____ Post code _____



## Talk about – Discuss

Sally's dad needs to write this information on her enrolment form:

Sally is allergic to pork, She likes preparing cheese on toast at home when her mum, Nancy is doing housework.

Nancy would like Sally to eat more vegetables but Sally hates broccoli so Nancy prepares other vegetables such as carrots and peas for Sally's dinner.

Fill in the box below using the information in the story.

### Feeding routine:

Does your child have any particular dietary requirements, for religious or health reasons, for example: vegetarian or milk intolerant?	• _____.
Is there any food your child particularly likes?	• _____.
Or dislikes?	• _____.
Does your child feed him/herseld at home?	• _____.

