

## Writing 2

Level A2 (Elementary)

**Title:** At the bank

**Topic:** Opening a bank account

**How to**.....a. complete bank forms

b. Write email address when people say them

1. Do you have a bank account or credit card?
2. When did you get it?
3. What information did the bank or Credit Card Company ask for?

**Here are some questions a bank might ask. Put them in the correct boxes below.**

- a. What's your email address?
- b. When were you born?
- c. when did you start working to this employer?
- d. How much rent/ mortgage do you pay every month? (How much do you pay for your house?)

Personal information e.g. what's your name?	Contact information e.g. Where do you live?	Employment information e.g. What do you do?	Financial information e.g. How much do you earn?
	a		

### Completing bank forms .Look at an example

1. Dr. Davidson wants to open a bank account. He has to complete a form. Look at this part of the form. It asks for personal details. Find the answers to the questions. Write the number(s) from the form next to the questions.

<p><b>Your personal Details</b></p> <p>1. Title (tick one): <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> others (Please specify) Dr.....</p> <p>2. Surname: Davidson</p> <p>3. First name(s): Jam</p> <p>4. Date of birth (DD/MM/YY): 05/ 10/ 66</p> <p>5. <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>6. <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Divorced/Widowed/Separated</p> <p>7. Nationality: British</p>
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- a. What is your name?
- b. When were you born?
- c. Where do you come from?

### Your Contact Details

8. your telephone numbers
9. Home: 0122 23 5620
10. Mobile: 07812 184 45
11. work: 0122 3 22 322
12. your email address: [davidson@peacock.co.uk](mailto:davidson@peacock.co.uk)
13. Home address: *43 Tenison Road, Cambridge*
14. Post Code: CB5 3FH
15. When did you start living there? (DD/MM/YY) 23/07/08
16. Residential status (tick one): ☒owner ☐tenant ☐Living with relatives
17. Previous address: *7 Hounr Court, Yourmouth Gardens, Shirley, Southampton*
18. Postcode: B58 2BG
19. When did you start living there? (DD/MM/YY): 17/03/05

### 2. Now write the numbers from the form that answer these questions.

- a. What's your home phone number? .....
- b. What's your email address? .....
- c. Where do you live?
- d. Do you own your house?
- e. where did you live before 2016?

### YOUR EMPLOYMENT DETAILS

20. Employment status (tick one): ☐Employed, full time
21. ☒Employed, part time ☐Self –employed ☐Not working ☐Students
22. ☐Retired ☐Unemployed ☐Others
23. Occupation: *University Lecturer*
24. Employer's name: *AP University*
25. Employer's address: *East Road, Cambridge;*
26. Post code: *CB5 3SK*
27. Date you started work with current employer (MM/YY): *09/05*
28. Length of time with previous employer Years: 2 Month: 0

### Write the numbers from the form that answer these questions?

- a. What do you do? .....
- b. What's your employer's address? .....
- c. When did you start working for this university? .....

### YOUR FINANCIAL DETAILS

29. Total amount of savings \$ 5000  
30. Rent/ mortgage per month \$ 700  
31. Amount to be paid into the account each month \$2000  
32. Do you have any other bank accounts? Yes ☒ No ☐  
33. Bank name: *Nat West*  
34. Bank address: *24 mill Road, Cambridge*  
35. post code: *CB5 4FG*  
36. How long have you banked there? Years: 7 Months: 9  
37. Your account number:

**Write the numbers from the form that answer these questions.**

- a. Have you got any savings? .....  
b. How much rent/ mortgage do you pay every month? .....  
c. What's the name of the bank you use at the moment? .....

**Complete the nationalities.**

- I'm from ..... I'm .....ish.  
Britain. I'm British  
Turkey. I'm .....  
I'm from..... I'm .....ese.  
China. I'm .....  
Japan. I'm .....  
I'm from ..... I'm .....an.  
Russia. I'm .....  
Mexico. I'm .....

**Complete the blanks. Use words from YOUR EMPLOYMENT DETAILS.**

- a. You work 35 hours every week .You work f- - - t- - -. (full time)  
b. You do not work. You are u.....  
c. You work for a company. You are e.....  
d. You work for 15 hours every week. You work p.....  
e. The company you worked for before is your p.....employer.

- f. You do not work for a company. You work for yourself. You are s- - - - -.
- g. You are 65 years old and do not work. You are r.....
- h. The company you work for now is your c.....employer.

## Write

**You want to open a bank account. Complete this application form your own details.**

### YOUR PERSONAL DETAIL

1. Title (tick one): ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss  
☐ Other (please specify)
2. Surname.....
3. First name.....
4. Date of birth (DD/MM/YY) ...../...../.....
5. ☐ Male ☐ Female
6. ☐ Single ☐ Married ☐ Divorced/ Widowed/ Separated
7. Nationality.....

**Now fill your contact details.**

### YOUR CONTACT DETAILS

8. Your telephone number
9. Home.....
10. Mobile.....
11. Work.....
12. Your email address.....
13. Home address.....
14. Post code.....
15. When did you start living there? (DD/MM/YY) ...../...../.....
16. Residential status (Tick one): ☐ Owner ☐ Tenant ☐ Living with relatives
17. Previous address: .....
18. Post code.....
19. When did you start living there? (DD/MM/YY)...../...../.....

### Focus on

Email address

Email addresses

We write.....

We say.....

@

at

.

dot

Co

co

Com

com

Davidson,uk

Spell out names and abbreviations

d-a -v-i-d-s-o-n



**Now fill in your employment details.**

**YOUR EMPLOYMENT DETAILS**

20. Employment status (tick one): ☐ Employed, full time  
21. ☐ Employed, part time ☐ Self –employed ☐ Not working ☐ Students  
22. ☐ Retired ☐ Unemployed ☐ Others  
23. Occupation: .....  
24. Employer's name: .....  
25. Employer's address: .....  
26. Post code: .....  
27. Date you started work with current employer (MM/YY): ..../  
28. Length of time with previous employer Years: . Month: ..

**You may want to use Dr. Davidson to answer these questions.**

**YOUR FINANCIAL DETAILS**

29. Total amount of savings \$.....  
30. Rent/ mortgage per month \$ .....  
31. Amount to be paid into the account each month \$.....  
32. Do you have any other bank accounts? Yes ☐ No ☐  
33. Bank name: .....  
34. Bank address: .....  
35. Post code: .....  
36. How long have you banked there? Years: ... Months: ....  
37. Your account number: .....