



Filling Out a Form

Learning Objective:

- 1) Filling out a basic form effectively

Materials:

- 1) Bilingual money order form
Note: The Western Union money order forms for Mexico are bilingual – the English and Spanish are side by side.
- 2) White board (or notebook)
- 3) 2 copies per student of English-only forms.

New Vocabulary:

Nombre - First Name
Apellido - Last Name
Dirección de la calle - Street Address
Ciudad - City
Estado - State
Código Postal - Zip Code
Fecha - Date
Cantidad - Amount
Número de Teléfono - Phone Number

LANGUAGE NOTE: The following lesson is intended to be taught entirely in Spanish for beginning English Language Learners. If your student has a more advanced language level, this same lesson can be taught using as much English as is appropriate. If your student is already familiar with the vocabulary used to send a money order, you can choose a more complex form, such as a dental or health form, and adapt the lesson accordingly.

Time

5 Minutes

10 Minutes

10 Minutes

Procedure

I. Warm-up

Discuss whether your students have any previous experience filling out common forms in either English or Spanish. For example, have they filled out money orders or doctor's office forms?

II. Fill Out Form

- a) Fill out a bilingual money order form with student. This process will allow them to become familiar with the form if they aren't already and gather the information they need to fill it out.
- b) Using the form as a reference, make a list together of new vocabulary on the white board (see vocabulary box above).

III. Practice Vocabulary

Using the text on the white board as a visual aid, have the students repeat the English word after you say the Spanish word followed by the English word. Example: Teacher says, "Nombre, Name" (while pointing to corresponding text on board). Students say, "Name." Practice a few times until you can point to the words on the board and students can read them. You may also erase the Spanish and, pointing to the English words, ask students to say the word in English and tell you the meaning in Spanish.

5-10 Minutes

IV. Form-Filling “Pictionary”

Once students are familiar with the words and can comfortably pronounce them, erase them from the board. Test and reinforce students’ knowledge of the words by playing “Pictionary.” For example, the teacher writes “802-279-3898” on the board and students say “phone number.” Teacher writes “López” and students say “Last name.”

5-10 Minutes

V. Practice Forms

- a) Give students sample English-only forms to fill out using sample information (see sample information and form provided with this lesson). Use “scrambled” and/or regular form depending on level of difficulty your student needs. Give assistance as needed, taking note of vocabulary that still needs reviewing.
- b) Practice and reinforce any vocabulary that students struggled with when filling out the form.

5-10 Minutes

VI. Assessment:

Give students a second copy of the English-only form and ask them to fill it out without assistance using their own information. Once students have completed the form to the best of their ability, make note of how many and which sections they could complete without assistance. Work together to complete any parts that the student may have left blank in order to review and reinforce any vocabulary they may not have mastered.

15 Minutes

End of lesson Recommendation

At the end of the lesson discuss previous experiences and problems student may have had wiring money home. Discuss possible solutions to these problems.

Enhancement Activities

Use the Internet to research alternative means of wiring money, such as TIGRA or other community development programs. Discuss. If student is interested in exploring this option more fully, make a plan for the next step.

1	2	3	4
Student is unable to do task.	Student completes less than 7 sections of the form or completes it with assistance.	Student is able to complete 7-8 sections of the form without assistance.	Student is able to complete the entire form without assistance.