

Activity 1: Registering with a GP

Level:

CEFR A1

Time:

60 minutes

Resources:

- ▶ Handouts

Aims:

- ▶ To raise learners' awareness of how to record personal details on a simple form correctly
- ▶ To give learners confidence in giving personal information; asking for personal information; describing places; expressing views; expressing likes and dislikes
- ▶ To give learners practice completing a short form

Exam task focus: Task 1

Procedure

1. Tell learners they are going to talk about a picture with their partner. Display the picture in Activity 1A and elicit the location before they discuss the two other questions. Allow learners a couple of minutes to do this. Conduct whole class feedback. Invite different pairs to share who they think the people are and what they are doing. Write the key words connected to the pictures on the board: *doctor, patient, nurse, receptionist, surgery, a form, a computer*. You could also elicit common collocations such as *see a doctor; book an appointment; register with a surgery*. Drill these words.
2. Set the context. Tell learners they are new to the area and would like to find out about the local GP surgery. To do this they need to unscramble the sentences in Activity 1B to form questions. Go through the first example together. Learners can then work individually to put the questions in the correct order. Ask learners to compare their answers with a partner before conducting brief feedback. Write the questions on the board so learners can check they have the correct answers. Stop learners from answering the questions at this stage. If you feel learners need some model answers you could answer the questions yourself. Take this opportunity to focus on the use of capital letters and the use of question marks.
3. Place learners with a new partner and ask them to find out about their partner's doctor. To do this they should ask the questions in Activity 1B. Encourage learners to ask each other more questions if they can. Monitor. Conduct whole class feedback and, in addition to comparing what learners think of their local surgeries, focus on the following:
 - ▶ the importance of registering with a local GP
 - ▶ what services local surgeries offer patients (eg mother and baby clinics / blood pressure checks / family planning / repeat prescriptions)
 - ▶ also point out that doctors do not share information with other family members if a patient is over 16

4. Tell learners that when they register with a new doctor, they have to fill in a form. Find out how learners feel about filling in forms. Share your feelings on form filling. Elicit the type of information they might need to fill in on their form: name (first and family names); address; date of birth; status (married/ single); name of next of kin; date of birth; nationality. Even though the information learners have to complete in the exam is very basic, learners might find it helpful to know more about what kind of information they might be asked to include when filling in forms in their everyday lives.
5. Explain that they want to register with their partner’s doctor but, first of all, they need to make sure they know what information they need to include and where to put this information on the new patient form. Ask them to work on their own and match the information to the correct place on the form in Activity 2A. Give them a few minutes to do this and then encourage learners to compare information with their partner. Conduct whole class feedback. Display the form with the correct information. Point out that filling a form is the first task in their writing exam and focus their attention on what learners need to make sure they do when answering this question in the exam.
6. Learners then complete the form with their personal information. Monitor and make a note of the strengths of the group and areas they need to improve on, and use this information when you conduct whole class feedback. Find out how learners felt about filling in the form.
7. Focus learners’ attention on the exam box at the bottom of the handout to explain how the lesson has helped to prepare them for Task 1 of the Trinity Entry Level 1 Skills for Life Writing exam. Explain that they need to make sure they put the information in the correct place and use capital letters appropriately. Point out that examiners will look for consistent use of lower and upper case letters or block capitals. The key is being consistent.

Notes on cultural awareness and appropriacy

The lesson focuses on the importance of registering with a local GP practice. Learners may not know what services are available at a GP practice and this might vary from practice to practice. You could consider doing a mini project on the different services available in the GP clinics and other services such as walk-in clinics in their area.

Handout activity 1

Activity 1A

Look at the picture.

- ▶ Where are the people?
- ▶ Who are they?
- ▶ What are they doing?



Activity 1B

You live in a new area. You would like to see a doctor.
Look at the questions. Put the words in the correct order.

Example

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 2px 5px;">your doctor</div> <div style="border: 1px solid gray; padding: 2px 5px;">do</div> <div style="border: 1px solid gray; padding: 2px 5px;">How often</div> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">see</div> <div style="border: 1px solid gray; padding: 2px 5px;">you</div> </div> | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 2px 5px;">How often</div> <div style="border: 1px solid gray; padding: 2px 5px;">do</div> <div style="border: 1px solid gray; padding: 2px 5px;">you</div> <div style="border: 1px solid gray; padding: 2px 5px;">see</div> <div style="border: 1px solid gray; padding: 2px 5px;">your doctor</div> </div> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. the surgery is big how
2. like you do doctor your
3. is where the surgery

_____ the surgery?

Do _____?

Where _____?

Activity 1C

Ask your partner the questions. Find out about their doctor.

Handout activity 2

Activity 2A

You want to register at your friend’s surgery. Look at the form. Put the information in the correct place.

| | | | |
|---------------------------------|--------------|-------|--------------|
| 29a Wallingford Gardens, London | W12 5SE | Felix | 07727 494299 |
| 15 March 1990 | Felix D Hare | Hare | French |

| | |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please complete this form | |
| First Name | |
| Family Name | |
| Address | |
| Postcode | |
| Telephone | |
| Date of birth | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y |
| Nationality | |
| Signature | |

Handout activity 2

Activity 2B

Complete the form below with your information.

| Please complete this form | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---|---|--|---|---|--|---|---|---|---|
| First Name | | | | | | | | | | | | | | | | | | | | | |
| Family Name | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | | | | | |
| Telephone | | | | | | | | | | | | | | | | | | | | | |
| Date of birth | <table border="0"><tr><td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | D | D | | M | M | | Y | Y | Y | Y |
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | |
| D | D | | M | M | | Y | Y | Y | Y | | | | | | | | | | | | |
| Nationality | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | | | | | | | | | | | | | | | | | | |

Handout activity 3

Activity 3A

Read the information below.

Exam hint

In Task 1 of the Entry Level 1 Skills for Life Writing exam, you have to fill in a form and put all the correct information in the right place. It is important to fill in **all** the information.

You need to know:

- ▶ the difference between your surname (family name) and first name
- ▶ how to write your address
- ▶ your full postcode
- ▶ how to write your date of birth on a form
 - 15th March 90
 - 15 03 1990
 - DD MM YYYY

The examiner wants to see you know:

- ▶ when to use capital letters
- ▶ how to write letters in the correct size and in the correct place on the form
- ▶ which information to put in different sections of the form

Activity 3B

Look at your partner's form:

- ▶ Is the information in the correct place?
- ▶ Does your partner use some capital letters?
- ▶ Are the capital letters correct?
- ▶ Is your partner's handwriting clear?
- ▶ Is their handwriting on the line in the form?
- ▶ Is the size of their writing ok?