

Activity Type

Reading, writing, listening and speaking activity

Focus

Asking for and giving personal information

Aim

To learn and practice ways to ask for and give personal information.

Preparation

Make one copy of the two-page worksheet for each student.

Level

Pre-intermediate (A2)

Time

30 minutes

Introduction

This asking for and giving personal information worksheet helps students learn and practice ways to ask for and give personal information.

Procedure

Give each student a copy of the two-page worksheet.

Students begin by matching personal information questions with suitable answers.

Exercise A - Answer key

1. b, 2. d, 3. f, 4. a, 5. c, 6. h, 7. e, 8. g

Then, students use words from a box to complete a gap-fill exercise about a conversation at a doctor's surgery where a receptionist is asking a patient for personal information.

Exercise B - Answer key

- | | |
|-------------------|--------------------|
| 1. Good afternoon | 6. live |
| 2. details | 7. Do you have |
| 3. full name | 8. driving license |
| 4. date of birth | 9. phone number |
| 5. Where | 10. What |

After that, the students role-play the conversation with a partner. Then, the students practice the conversation again using their own personal information.

Next, students answer comprehension questions about the conversation at the doctor's surgery.

Exercise C - Answer key

1. The patient wants to see the doctor.
2. The reception asks for the patient's full name and date of birth.
3. The patient's middle name is Pablo.
4. The patient was born in 1986.
5. The patient's post code is 28012.
6. What is your job?
7. The patient works at the school across the street.
8. The patient should wait for his name to be called.

In the last exercise, students write one question to ask about each piece of personal information listed, e.g. 'What is your name?' 'How old are you?', etc. When the students have finished, review their questions together as a class. Then, have the students ask and answer the questions with a partner.

A. Match the personal information questions with the answers.

- | | |
|---|------------------------------------|
| 1. What's your full name? | a. I am 28. |
| 2. Can I have your date of birth, please? | b. It's Zhang Wei Li. |
| 3. Where do you live? | c. I am from China. |
| 4. How old are you? | d. Yes. It's the 29th March, 1991. |
| 5. Where are you from? | e. I am a policeman. |
| 6. What do you do for fun? | f. I live in Beijing, China. |
| 7. What do you do? | g. I went to Tsinghua Academy. |
| 8. Where did you go to school? | h. I go sailing and rock climbing. |

B. Read the doctor's surgery dialogue and fill in the gaps with the words in the box.

| | | | | |
|----------------|-------------|---------------|-----------------|-----------|
| phone number | do you have | date of birth | where | details |
| good afternoon | live | what | driving license | full name |

Receptionist: (1), do you have an appointment with the doctor?

Patient: Hello. No, I don't. I would like to register as a patient here and see the doctor, please.

Receptionist: OK, can I take some 2)

Patient: Of course.

Receptionist: Can you give me your (3) and date of birth please?

Patient: Sure, it's Alonso Pablo Diaz and my (4) is November 4, 1986.

Receptionist: Let me just put that into the computer. (5) do you live?

Patient: I (6) at 27 Calle de Atocha, Madrid, 28012

Receptionist: Great. (7) proof that you live there and some form of ID?

Patient: Yes, I do. Here is my (8)

Receptionist: Thanks. Can I take your (9)

Patient: Yes, hang on a second. It's 9166457781.

Receptionist: OK. Nearly finished. Just one more question. (10) is your job?

Patient: I am a teacher at the school across the street.

Receptionist: Thank you very much. Please take a seat and wait for your name to be called.

C. Now, role play the conversation with a partner. Then, practice the conversation again using your own personal information.



D. Answer the questions about the conversation at the doctor's surgery.

1. Who does the patient want to see?

.....

2. What are the first two details the receptionist asks for?

.....

3. What is the patient's middle name?

.....

4. In what year was the patient born?

.....

5. What is the patient's postcode?

.....

6. What is the last question the receptionist asks the patient?

.....

7. Where does the patient work?

.....

8. What should the patient wait for while he is sitting?

.....

E. Now, write one question to ask about each piece of personal information below. Then, ask and answer the questions with a partner.

1. Name

2. Age

3. Date of birth

4. Address

5. Phone number

6. Email address

7. Hobbies

8. Education

9. Job

10. Family