

Semey state medical university department of russian and foreign  
languages

**SWS**

**FILLING THE PERSONAL  
DATA IN THE REGISTRATION  
CARD**

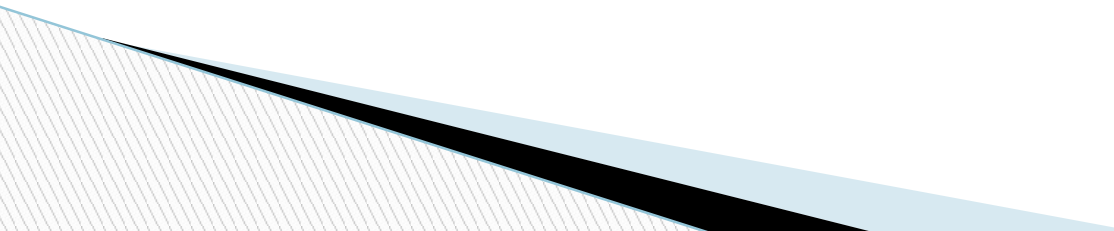
Prepared by:

Group: 133 GN

Checked by:

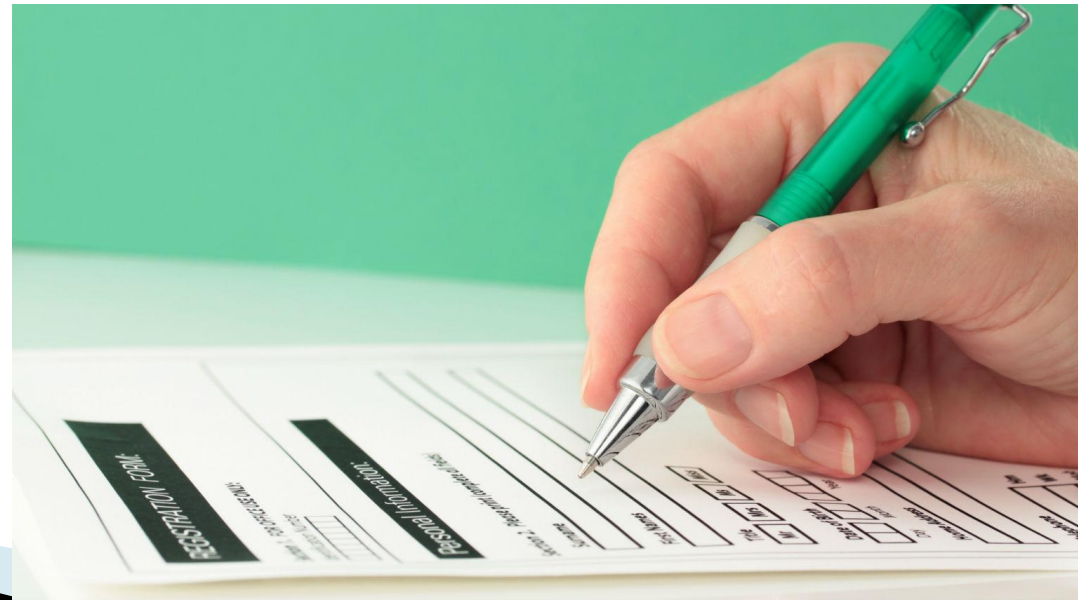
**Semey, 2017**

# PLAN

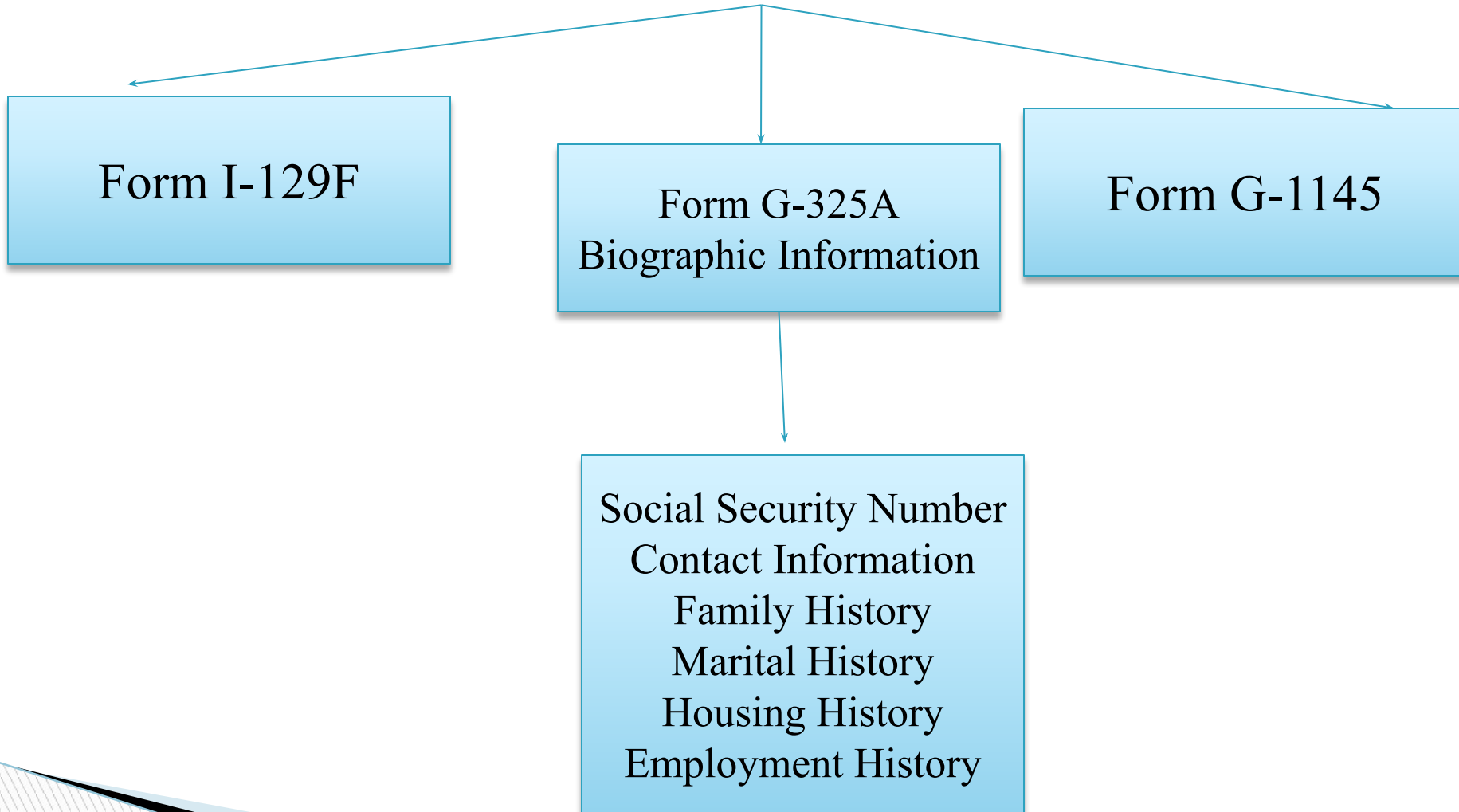
- ✓ Introduction
  - ✓ How to fill out registration card
  - ✓ There are several types of registration card
  - ✓ Step
  - ✓ Conclusion
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- 

## ✓ Introduction

In the area of document management there are many different types of registration cards. Using the card data acquisition is extremely convenient because it allows to systematize the information, facilitate its entry into the electronic database, to optimize the search for information.



# THERE ARE SEVERAL TYPES OF REGISTRATION CARD



# Step

ESL Beginning & Intermediate Levels Personal Information • Writing • Reading

## Filling Out a Simple Form

1 Read the registration card and the abbreviations below.

I want to register for a class.



Wanda Perry

**REGISTRATION FORM**  
*Print Firmly*

NAME \_\_\_\_\_  
Perry Wanda Marie  
Last First Middle

ADDRESS \_\_\_\_\_  
3500 Brown Street, Apt. 101  
Number Street Apartment

CITY Los Angeles STATE CA ZIP CODE 90046

DATE OF BIRTH 6/21/1976 NATIONALITY French

COURSE ESL LEVEL 3 TELEPHONE 323-213-0987

SIGNATURE Wanda Perrie DATE 1/7/2009

**Abbreviations**

- St. = Street
- Ave. = Avenue
- Bvld. = Boulevard
- Dr. = Drive
- Rd. = Road
- Apt. = Apartment
- # = Number
- N. = North
- S. = South
- E. = East
- W. = West

2 Fill out the registration form for Ramon Perez.

**REGISTRATION FORM**  
*Print Firmly*

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Number Street Apartment

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ NATIONALITY \_\_\_\_\_

COURSE \_\_\_\_\_ LEVEL \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I'm Ramon Perez. My middle name is Juan. I want to study English. I'm from Peru. I want to be in level two ESL class. I passed a placement test for level two. I live at 1133 Woodman Ave., La Mesa, California. My zip code is nine-two-zero-four-one. My phone number is six-one-nine-four-six-nine-three-one-five-seven. I'm thirty-one years old. My birthday is July second.



3 Fill out your own registration form.



**REGISTRATION FORM**  
*Print Firmly*

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Number Street Apartment

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ NATIONALITY \_\_\_\_\_

COURSE \_\_\_\_\_ LEVEL \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# 1

Determine the type of document that you need to fill. There are registration cards intended to be filled at the tax registration, as part of the accounting for property registration and to apply for a visa. Such registration cards have officially established a single form - Read it. In addition, there are many areas in which registration cards are used to organize the data, but do not have a standard form. In such cases, the form of registration cards created by the needs of the organization (eg, registration cards of workers who are made out service HR).

## 2

Regardless of what kind of registration card have to fill out, there are some rules, observing that you save yourself from the need to refilling, adjustments, and therefore on the extra costs of his time. Fill the document legibly. Ideal - to enter data in block letters.



# 3

When filling, make sure that you make to the data you have been placed in those fields for which they are intended. Especially this requirement must be strictly observed for the registration cards, which will be entered into electronic databases automatically. In this case, the deviation from the proposed fields will not allow to make your data base.



# 4

Pointing in the fields in the card only the information that is requested. Unnecessary data in the registration card completely out of place at first, due to the limited space for your answers, and secondly, because of its specificity: the registration card - a document that sought only the data that really will take further processing. Not leave the card blank fields, except those marked as optional. The absence of the necessary data does registration card invalid.

# 5

In all cases, for everyone who want to fill in this document, the plant separate registration card. Merge to register a group of people - unacceptable practice.

## *Hotel*      REGISTRATION CARD      *Hotel*

NAME	NATIONALITY
ADDRESS	
CITY OR TOWN	CAR REGISTRATION NO.
DATE OF ARRIVAL	DATE OF DEPARTURE
METHOD OF PAYMENT	<input type="checkbox"/> C. Card <input type="checkbox"/> Cash <input type="checkbox"/> Cheque
ROOM RATE	<input type="checkbox"/> DINNER, BED & BREAKFAST <input type="checkbox"/> BED & BREAKFAST
NEWSPAPER ORDERED	CHECKOUT TIME 10am
SIGNATURE	ROOM NO.

*Notes:*    *Cheques must be accompanied by a current BANK card.*  
*Credit Cards must be imprinted and signed, amount to be verified prior to departure.*  
*Cash customers can elect to either pay in advance, or on a day to day basis.*  
*(prior to 12 noon each day for the following days stay).*

# 6

After completing the card, make sure that your personal identification data entered is correct, check the completion of all required fields, then card can apply for registration, together with other necessary documents.

# Conclusion

Hotel registration forms are used by the hotels and resorts in order to keep all the information of their visitors. The visitors have to provide their detailed information such as name, phone number, residential address, the mode of payment and so on. These forms are filled out by the visitors in order to confirm their reservations of the hotel rooms and other facilities of the hotel.

# ✓ LITERATURE

✓ [https://yandex.kz/clck/jsredir?bu=uniq15134229613831218418&from=yandex.kz%3Bsearch%2F%3Bweb%3B%3B&text=&ext=1637.n4cPJYpDxijXYKA0FB38PpLp03BRQFjO5Wnu1kQH5sSHc53fS4KYTwRUXB1FcIN9WC2uHRIA13F04Rms94876g.00af01a71a5eda0d2e51d6e51e435a6a6f789cfb&uuid=&state=PEtFfuTeVD5kpHnK9lio9dFa2ePbDzX7fH\\_cbK](https://yandex.kz/clck/jsredir?bu=uniq15134229613831218418&from=yandex.kz%3Bsearch%2F%3Bweb%3B%3B&text=&ext=1637.n4cPJYpDxijXYKA0FB38PpLp03BRQFjO5Wnu1kQH5sSHc53fS4KYTwRUXB1FcIN9WC2uHRIA13F04Rms94876g.00af01a71a5eda0d2e51d6e51e435a6a6f789cfb&uuid=&state=PEtFfuTeVD5kpHnK9lio9dFa2ePbDzX7fH_cbK)

**THANK YOU FOR  
ATTENTION**

