

## Teacher Guidelines: Online Forms Practice for Literacy Level Learners

Online forms practice has been created to help beginning ABE/ESL students successfully complete forms in real life situations. Learners can practice reading, typing, spelling, and computer skills while filling out their personal information. Basic Forms provides general form practice. Topic area forms, such as Health, Housing, Personal Finance, etc. provide vocabulary specific practice. In each of these sections the forms begin simply, then become more complicated, and culminate in an authentic “real-world” form.

### Teaching Tips

- These forms are designed to provide follow-up drill and practice for vocabulary already learned in class.
  - *Online forms will not teach vocabulary nor will it correct inaccurate information.*
  - Teachers should monitor learners closely while they complete forms and/or have learners print the final page of each section for evaluation.
- Teachers should practice filling in the form before using it with learners.
  - Prepare class with any information they might need to fill in forms, like a practice (not real) banking account number, a job title to apply for, or a health problem to explain.
  - Pre-teach all vocabulary used in the online form.
  - You may want to prepare a vocabulary list for in class study necessary for understanding an online form or use vocabulary taken from real forms to help learners fill in the online form used.
- All forms are printable.
  - Some will print better than others. For example, drop down menus don't print well and neither do option buttons (like round check boxes).
  - To print simply click the print button on your browser toolbar or click “Print” in the “File” menu.
  - You may want to have students print out forms with their information typed in to keep in their wallet or purse for when they visit clinics or apply for jobs.
  - Print out the homepage, copy it, and have learners use it as a checklist to show which forms they have practiced.
- These forms are based on CASAS competencies. Vocabulary and formats have been taken from real life forms. The vocabulary terms and sequence were influenced by the Minneapolis ABE ELL Curriculum Handbook.
- Use these forms as a springboard to encourage your learners to bring in forms from their daily life.

### Care with Personal Data

- Be very careful with learners' personal information, especially Social Security numbers and other sensitive personal data!

*These forms were created by Amy and Tim Reisdorf (Minneapolis ABE) as part of an Innovative Educational Technology Curriculum Development mini-grant project from January - December 2005. This grant was awarded by the Minnesota Literacy Council and funded by the MN Department of Education.*

- Consider giving students a false Social Security number to use.
- Dispose of printed copies carefully.
- Be sure learners quit the internet browser program (Explorer, Netscape, Safari, Firefox, etc.) to erase all personal data at the end of their practice.

#### Health (clinic visit forms)

- These forms have a lot of vocabulary. We suggest using pictures and translation to teach terms when possible.
- These authentic forms are in Microsoft Word so use Word to view and print.
- You may wish to contact your local clinic for local forms for additional follow up practice.

#### Housing (apartment rental application)

- Provide learners with an address and other “apartment for rent” information.
- Bring in authentic local apartment rental ads or applications for follow up or preparatory practice.

#### Personal Finance (check, deposit, withdrawal)

- You may need to provide learners with names, amounts, account numbers, etc.
- All account numbers used are fake.
- You may wish to print these out and have learners practice filling out forms by hand as these are based on pencil and paper banking rather than ATM’s.

#### Government (ID/drivers’ license, W4)

- The State combines the MN ID and Driver’s License form. Complete #1-3 for the MN ID and #1-7 for the driver’s license. All other personal information is the same for both.
- There is a lot of complicated vocabulary and concepts in these forms. See authentic form sample, back side for explanations. Prepare students thoroughly before using these forms.
- Use teaching the W4 as an opportunity to discuss W2 tax form deadlines.
- These authentic forms are in Microsoft Word so use Word to view and print.
- Refer students to bilingual HR personnel or tax consultants for more detailed explanations and a better understanding of tax laws regarding the W4.

#### Employment (job application)

- You may need to provide learners with job postings, either authentic or mock.
- Use online or newspaper job ads for follow up or preparatory practice.

#### Education (permission slip, ABE registration)

- These authentic forms are in Microsoft Word so use Word to view and print.
- Ask students to bring in their local school permission slips or other registration forms they have received. Make photocopies of the blank form and use for classroom follow up practice.

*These forms were created by Amy and Tim Reisdorf (Minneapolis ABE) as part of an Innovative Educational Technology Curriculum Development mini-grant project from January - December 2005. This grant was awarded by the Minnesota Literacy Council and funded by the MN Department of Education.*