

Semey state medical university department of russian and foreign  
languages

**SWS**

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

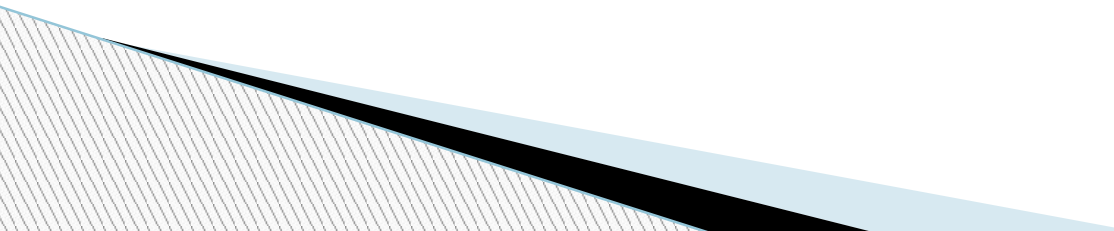
Prepared by:

Group: 133 GN

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**Semey, 2017**

# PLAN

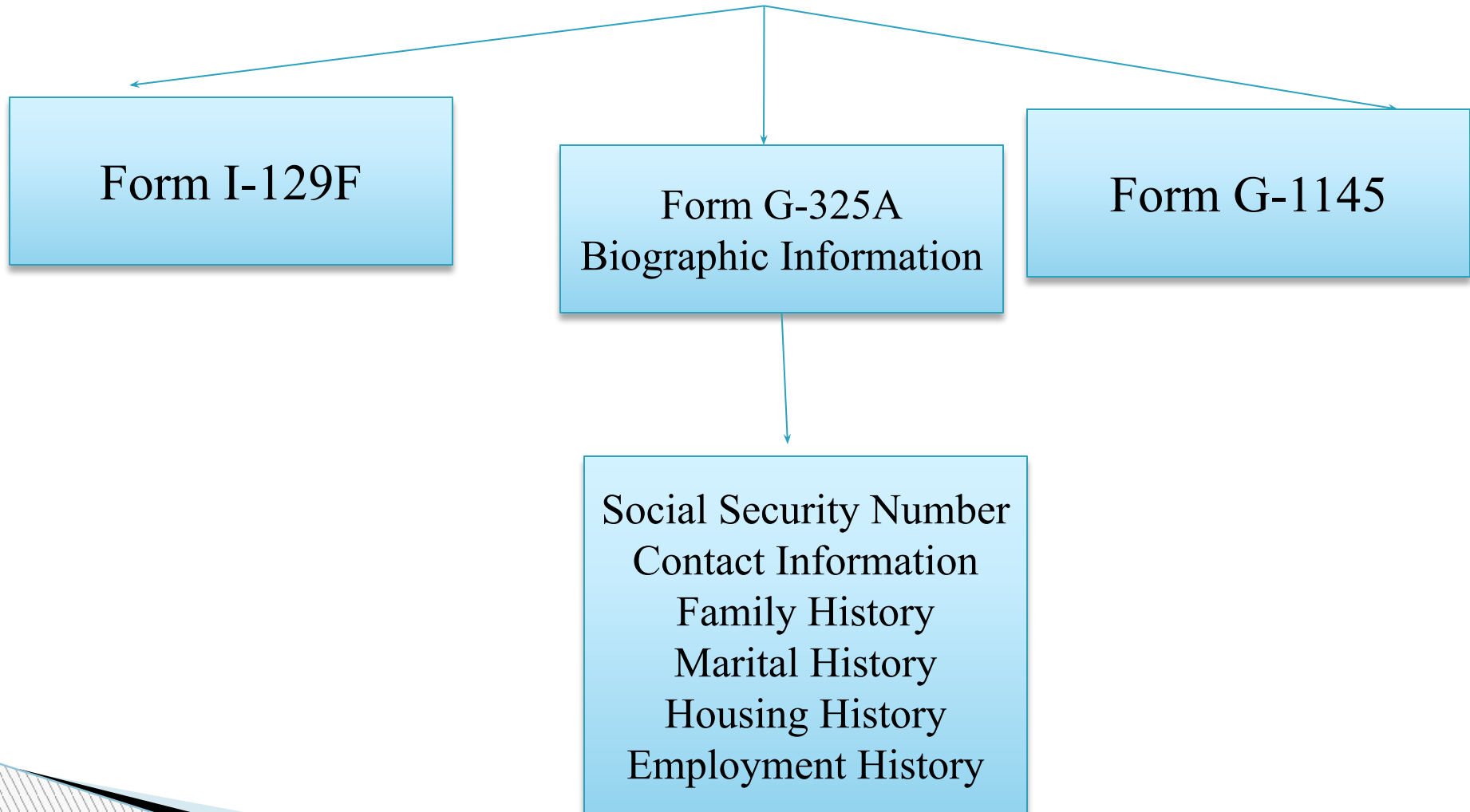
- ✓ Introduction
  - ✓ How to fill out registration card
  - ✓ There are several types of  
registration card
  - ✓ Step
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## ✓ Introduction

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	<u>Perry</u>	<u>Wanda</u>	<u>Marie</u>
	Last	First	Middle
ADDRESS	<u>3300 Brown Street, Apt. 101</u>		
	Number	Street	Apartment
CITY	<u>Los Angeles</u>	STATE	<u>CA</u>
			ZIP CODE <u>90046</u>
DATE OF BIRTH	<u>6/21/1976</u>	NATIONALITY	<u>French</u>
COURSE	<u>ESL</u>	LEVEL	<u>3</u>
		TELEPHONE	<u>323-213-0987</u>
SIGNATURE	<u>Wanda Perry</u>		DATE <u>1/7/2009</u>

### Abbreviations

St. = Street  
Ave. = Avenue  
Blvd. = 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.

<i>Hotel</i>		REGISTRATION CARD	<i>Hotel</i>	
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.		

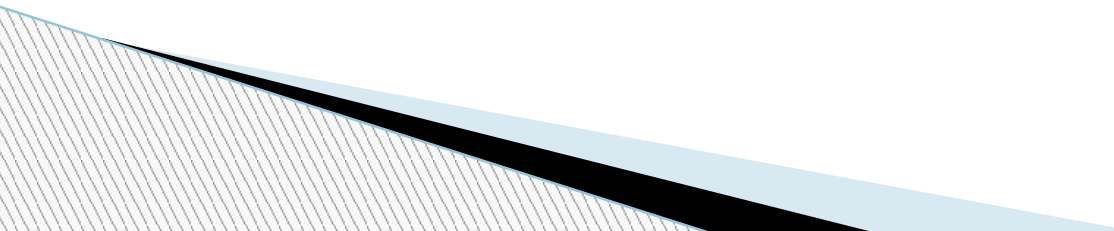
*Notes:* Cheques must be accompanied by a current BANK card.  
Credit Cards must be imprinted and signed, amount to be verified prior to departure.  
Cash customers can elect to either pay in advance, or on a day to day basis.  
(prior to 12 noon each day for the following days stay).

# 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**

