Listening for the Date and Day

Pre-listening

When people fill in a form, they usually have to provide the **date**, sometimes the **day of the week** as well. It is important to know how to write them correctly.

e.g.

Venue Booking Form

Date: 2 // 2nd (Day) / 10 // Oct // October (Month) (Sun // Sunday) (Day of the week)

Date: 12 (DD) / 09 (MM) / 2022 (YYYY)

Remember the following rules:

1. begin the month or the day of the week with a **capital letter**
2. use **numbers** or **short forms** for the month or the day of the week to save time and avoid spelling mistakes
3. write your answers in the **correct blanks as shown** in the form

Warm Up

Listen Here

Kevin is talking with his sister, Rebecca, about a summer class. Listen carefully and help Kevin complete the application form. (6 marks @ 2 marks)

Sunnybay Community Centre

Summer Class Application Form

Member's name: Kevin Cheung Member ID: C30512

Class name: Model Making Class Class code: MM101

Date: _____ (Day) / _____ (Month) to _____ (Day) / _____ (Month) / 20XX

Day of the class: _____

Signature: Kevin Cheung

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Date

Mark /16

Let's Practise 5 min

Listen Here

Rebecca is calling a restaurant to make a booking. Listen carefully and complete the table booking form for the waiter. (10 marks @ 2 marks)

Grand Royal Restaurant

Table Booking Form

Customer's Details

Name: Rebecca Cheung

Phone number: 6548 2250

Booking Details

Booking date:

1st choice: _____ / _____ ( )
Day Month Day of the week

2nd choice: _____ / _____ ( )
Day Month Day of the week

Time to arrive: _____ am / pm *

Number of people: 6

Special Requirement(s):

Nil

* Circle the appropriate option.

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