GOVERNMENT DEGREE COLLEGE

DEPARTMENT OF ENGLISH

BEST PRACTICE

TITLE: Filling in Forms

OBJECTIVE:

The main objective is to make the students familiar with different forms they need to fill in their day to day lives. Also teach them the basic information that is required to be filled in different forms

CONTEXT:

Forms need to be filled in for different reasons. For example, We might want fill in a course or job application form. or to book a ticket for a journey or a show or a bank form. Forms can be filled in different ways-offline or online. Most of our students have rural background with poor English language skills. So the Department has taken up the task of teaching students how to fill in the forms

METHOD:

The students are given different forms like e-seva application form for Degree Admissions; ,Bank forms –DD, withdrawal ,Account opening form .Deposit etc. and are asked to read the instructions, the terminology ,the basic details to be filled in these forms. Besides, the students are trained on online mode of filing in the forms

OUTCOME

This practice helped the students

- To fill in an application form confidently and independently
- To understand the basics of form filling
- To recognise instructions/terminology on forms

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DEMAND DRAFT / BANKER'S CHEQUE APPLICATION FORM

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Do you want to be upgraded without any extra charge ? Write YES/NO in the box (If his option is not exercised, full fare paying passengers may be upgraced automatically.)

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Children below 5 years (For whom ticket is not to be issued)

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