

Before You Write

Common form layouts

All forms do not look the same. Information is laid out differently, depending on the purpose of the form. Let us look at some formats you might commonly see. Talk about these different formats.

Complete the following:

1. You live in Calgary at 1423 Main Street in Apartment 23. Your postal code is T2A 1B2. Write your address following the different formats.

a)

Number Street Apartment City Province Postal Code

b)

Apt./Unit Street No. Street Name City/Town Province Postal Code

c) Address:

2. It is the 23rd of March in 2016. Write this date following the different formats below.

a)

Year Month Day

b) DD/MM/YYYY

In the Workplace

Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

c) Year Month Day

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