

Giving Personal Information

Let's Learn

Your personal information includes your full name, your birthdate, your phone number(s), and your mailing and email addresses. In this lesson, you will practice sharing this information with others who need it. You will also practice asking for personal info.

Warm-Up

BIRTHDAY VS. BIRTHDATE

Your *birthday* is the anniversary of your birth (e.g., May 20). Your *birthdate* (or *date of birth*) is the day and year when you were born (e.g., May 20, 1983).

Practice pronouncing these two words. Then find the *birthdate* of one famous person. Share it with a classmate.

Questions

Listen to your teacher say these common questions. Practice saying them out loud.

- Can I get some information / info?
- What's your first name?
- What's your surname?
- Do you have a middle name?
- What's your home number?
- What's your cell number?
- What's your work number?
- What's your birthdate?
- What's your email address?
- Is this your current mailing address?



Dialogues

Work with a partner. Practice the dialogues.
Then change the personal information to your own information.

Dialogue 1

Practice giving and spelling names.

- A: Can I have your **last name**, please?
 B: It's Williams. W-I-L-L-I-A-M-S.
 A: And your **first name**?
 B: Corey. C-O-R-E-Y.
 A: Do you have a **middle name**?
 B: No, I don't.

Dialogue 2

Now practice giving phone numbers and birthdates.

- A: Can I have your **phone number**, please?
 B: Sure. It's 555-222-7798.
 A: 555-222-7798. Is that your **home number**?
 B: That's my **cell**. I don't have a home phone.
 A: Okay. Do you have a **work number**?
 B: Yes. It's 414-990-4878.
 A: And your **birthdate** is May 5, 1987, right?
 B: That's correct.

Dialogue 3

Now practice sharing home and email addresses.

- A: Is this your **current mailing address**?
 B: No, we moved.
 A: What's your new address?
 B: My address is 45 Arrow Drive. Unit 88.
 A: Is that in Buffalo?
 B: Yes.
 A: What's your **zip code**?
 B: My zip code is 14215.
 A: Great. And is your **email address** still coreywilliams@mailme.com?
 B: That's right.

Correct Info?

Sometimes people already have your information.
They may check to make sure it's still correct.

You can answer in a few ways:

- That's right.
- Right.
- That's correct.
- You got it.
- Yes.

Practice

A. Complete the Dialogue

Complete the dialogue, and practice with a partner.

A: Can I get some info?

B: Sure.

A: I need your _____
1.

B: It's 334-889-0087.

A: Is that your home number or your _____ number?
2.

B: That's my cell. I don't have a _____ number.
3.

A: Okay. What's your mailing _____?
4.

B: It's 97 Waverly Court in Miami. My _____ is 33128.
5.

A: Thanks. And do you have an _____ address?
6.

B: Yes. My email address is jjcool@quicksend.com.

A: Thanks. And your _____ is July 9, 1994, right?
7.

B: That's correct.

B. Writing Practice

In your notebook, answer the following questions with your own personal information. Write complete sentences.

1. What's your surname?
2. Do you have a middle name?
3. What's your cell number?
4. What's your birthdate?
5. What's your mailing address?

Listening

Listen to each question. Choose the correct response.

1. a) 467-990-8909.
b) 29575.
c) 57 Hero Lane.
2. a) Yes, it's Mike.
b) No, I don't.
c) Smythe.
3. a) No, we don't.
b) That's my work number.
c) 27.
4. a) Yes, I do.
b) Yes, my surname.
c) That's correct.
5. a) 77 1st Ave.
b) It's erin889@telecall.ca.
c) Yes, I did.
6. a) Of course.
b) Yes, that's my name.
c) No, you didn't.

Spelling

Are you giving personal information over the phone or in a loud place? It's useful to spell out difficult or important words. Use familiar nouns or the English Phonetic Spelling Alphabet.

- A: What's your surname?
B: Chia.
A: Can you spell that for me, please?
B: Yep. It's C as in Charlie, H as in Hotel, I as in India, A as in Alfa.
A: C-H-I-A?
B: That's correct.

Ask your teacher for a printout of the English Phonetic Spelling Alphabet. Practice spelling out your name, street, and email address using the words that go with each letter.

Review

Task 1

WORDS & EXPRESSIONS

Write five personal information questions.

1. _____
2. _____
3. _____
4. _____
5. _____

Task 2

COMPLETE THE DIALOGUE

Now complete a dialogue that takes place over the phone.
Perform the dialogue for your teacher.

- A: What's your first _____ ?
B: Juan.
A: Can you spell that, please?
B: _____
A: Can I get your _____, please?
B: Sure. It's 889-098-7890.
A: Thanks. And I need _____ address.
B: It's juan@mailnow.com.
A: Okay. Lastly, I need your _____ .
B: September 19.
A: 1994?
B: You _____ it.

Task 3

ROLE-PLAY

Work with a partner. One of you is a furniture salesperson. The other is a customer. Ask for and provide personal information from this lesson. Spell out at least one important word. Then switch roles.

Role-Play Assessment Tool

Student / Group: _____

| Date | Level | Assessed By | Role-Play Scenario | Skills |
|------|-------|-------------|-----------------------------|---------------------|
| | | | Giving Personal Information | Speaking, Listening |

| Criteria | Achieved  | Achieved With Help  | Needs Improvement  |
|--|---|--|--|
| gives basic personal information in response to direct questions | | | |
| forms questions about basic personal information | | | |
| spells out difficult or important words | | | |
| speaks clearly and loudly enough | | | |

Notes




Learner Reflection

GIVING PERSONAL INFORMATION

Add check marks (✓) to show what you've learned in this lesson.

Name: _____

Date: _____

| Can I... | Yes (very well)  | Yes (with help)  | Not yet  |
|--|--|--|--|
| understand the difference between <i>birthday</i> and <i>birthdate</i> ? | | | |
| answer questions about basic personal information (name, birthdate, address, phone number, email address)? | | | |
| ask questions about basic personal information? | | | |
| confirm that information is correct? | | | |
| spell out important words? | | | |

My Notes

Answer Key

LESSON DESCRIPTION:

In this lesson, students review questions and responses for providing basic personal information, including names, addresses, and phone numbers. They also practice spelling out important information.

LEVEL: Beg - Low Int

TIME: 1 hour

TAGS: functional English, useful expressions, beginner, sharing information, personal information, name, address, phone number

Let's Learn

Go over the learning objective with your students.

Warm-Up

Practice pronouncing and hearing the pronunciation difference between *birthdate* and *birthday*. Review the different meanings.

Questions

Recite the questions and have your students repeat after you for intonation practice.

Dialogues

Have students read the dialogues out loud in pairs.

Practice

A. COMPLETE THE DIALOGUE

Answers may vary.

- | | |
|-----------------------------|--------------|
| 1. phone / telephone number | 5. zip code |
| 2. cell / mobile / work | 6. email |
| 3. home / work | 7. birthdate |
| 4. address | |

B. WRITING PRACTICE

Answers will vary. Check sentence formation.

Listening

Read the question or play the recording and have your students circle the best response.

1. b 2. c 3. a 4. c 5. b 6. a

Transcript:

1. What's your zip code?
2. What's your surname?
3. Do you have a home phone?
4. That's Carl with a C, right?
5. Can I get your email address?
6. Can I get some information?

Spelling

Optional task. For higher-level students, try this additional task that is often used when providing information over the phone. Find a handout of the Phonetic Spelling Alphabet in our Resources section: <https://esllibrary.com/resources/2447>

(continued on the next page...)

Answer Key cont.

Review (Assessment Tasks)

The last three tasks are also optional and can be used for assessment purposes and/or review practice. Task 3 includes an assessment tool that you can share with learners so that they understand your expectations.

TASK 1

Give students a few minutes to make a list of questions covered in this lesson. Answers will vary.

TASK 2

Have students complete the answers based on vocabulary they learned in this lesson. Answers will vary.

TASK 3

If you want to use this task for summative assessment, hand out the ready-made Role-Play Assessment Tool (page 6), or personalize your own from a template in Shared Criteria for Success:

<https://esllibrary.com/resources/2352>

Place students in pairs and have them do a role-play for the class (or just for you).

Learner Reflection

When you are finished with this lesson, have your students reflect on their learning by filling in the chart.

SPELLING NOTE:

This lesson shows the American spelling of the word *Practice*. Most other English-speaking countries spell it this way: *Practise* (when used as a verb; *Practice* when used as a noun). Make it a challenge for your students to find this word in the lesson and see if they know the alternate spelling.

ABOUT THE EMOJI:

The emoji (and their derivatives) used in this lesson are from Twemoji, an open-source project by Twitter. They are licensed under CC-BY 4.0. <https://github.com/twitter/twemoji>