

How to fill in forms fearlessly

Many dyslexic adults hate filling in forms. Here are some tips to take the fear out of the task.

Your PIP

- Build up a Personal Information Page(PIP) in a word processed document:
 - your full name,
 - address, home and work
 - telephone numbers,
 - email address
 - bank account number,
 - schools & colleges attended and past employers, names and addresses of referees (to use when completing a job application),
 - your children's dates of birth, etc.

When filling in a form you can COPY these onto the form.

Other ideas

- See if you can get the form in electronic format. Often this is possible if you ask. You can then use the copy and paste facilities to take information from your PIP. Mistakes are also easily put right.
- Make several photocopies of the form to practise on. You can then check the information and the spelling.
- Use pencil (HB) until you are happy with the results.
- Use block capitals to ensure that the information is readable.
- If you have to write some text, do it first using a word processor so that you can check the spelling and grammar. You can print it out and attach it to the form. But don't forget to put a note in the box saying 'see attached sheet'.
- Unless told otherwise, use a different colour ink from that used for the form itself - your writing will show up more easily and you can check whether you have missed any parts.
- Always read all the instructions first, before starting to write.

Cheques

Cheques are a special type of form. In your cheque book, keep a check-list on a largish post-it, of the information that goes on to each cheque:

- Date
- Amount
- Amount in words*
- Sign
- Note the amount in the record

* On another post-it, have a list of the numbers you can't always remember how to spell: eight, ninety, two, twelve etc.