**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

c) Year Month Day