

Task Title: Writing Cheques

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will prepare three cheques based on information supplied.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret documents/A2.1
* Communicate Ideas and Information/Complete and create documents/B3.1a
* Understand and Use Numbers/Manage money/C1.1
* Understand and Use Numbers/Manage time/C2.1

**Materials Required:**

* Pen/pencil and paper

# Learner Information

Many people write cheques to pay their bills. Scan the blank cheques.

**Blank Cheques**

Jane Doe Cheque no 0001

123 Tree St

Angus, Ontario Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay to the Order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/100 Dollars

Royal Bank of Canada

Angus Branch

3 Church Street

Angus, Ontario L0N 1B0

Memo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jane Doe Cheque no 0002

123 Tree St

Angus, Ontario Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay to the Order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/100 Dollars

Royal Bank of Canada

Angus Branch

3 Church Street

Angus, Ontario L0N 1B0

Memo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jane Doe Cheque no 0003

123 Tree St

Angus, Ontario Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay to the Order of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/100 Dollars

Royal Bank of Canada

Angus Branch

3 Church Street

Angus, Ontario L0N 1B0

Memo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Work Sheet

**Task 1: Last month you bought a scarf at Sears for your mother for her birthday. Using one of the blank cheques, write a cheque for $25.23 payable to Sears Canada. Your Sears Account number is 123-754-01.**

Answer: No written response required here.

Task completed: Yes:

**Task 2: Your telephone bill this month is $30.49. Using one of the blank cheques, write a cheque to Bell Canada. Your account number is the same as your telephone number.**

Answer: No written response required here.

Task completed: Yes:

**Task 3: You went out for dinner with your friend Dave Wilson. You didn’t have enough cash with you so Dave paid for the whole bill. Using one of the blank cheques, write him a cheque in the amount of $34.00 to cover your dinner.**

Answer: No written response required here.

Task completed: Yes:

# Answers

**Task 1: Last month you bought a scarf at Sears for your mother for her birthday. Using one of the blank cheques, write a cheque for $25.23 payable to Sears Canada. Your Sears Account number is 123-754-01.**

Answer:

Jane Doe Cheque no 0001

123 Tree St

Angus, Ontario Date: **(today’s date)**

Pay to the Order of **Sears Canada** **$25.23**

**Twenty-five** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**23**/100 Dollars

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3 Church Street

Angus, Ontario L0N 1B0

Memo: **Account Number 123-754-01** **(learner’s signature)\_\_\_\_\_**

**Task 2: Your telephone bill this month is $30.49. Using one of the blank cheques, write a cheque to Bell Canada. Your account number is the same as your telephone number.**

Jane Doe Cheque no 0002

123 Tree St

Angus, Ontario Date: **(today’s date)**

Pay to the Order of **Bell Canada**  **$30.49**

**Thirty**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**49**/100 Dollars

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Memo **(learner’s phone number as account number)**  **(learner’s signature)\_\_\_\_\_**

**Task 3: You went out for dinner with your friend Dave Wilson. You didn’t have enough cash with you so Dave paid for the whole bill. Using one of the blank cheques, write him a cheque in the amount of $34.00 to cover your dinner.**

Jane Doe Cheque no 0003

123 Tree St

Angus, Ontario Date: (today’s date)

Pay to the Order of. **Dave Wilson**   **$34.00**

**Thirty-four**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**xx**/100 Dollars

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Memo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (learner’s signature)\_\_\_\_\_

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.1 | scans to locate specific details |  |  |  |
|  | interprets brief text and common symbols |  |  |  |
|  | locates specific details in simple documents |  |  |  |
| B3.1a | makes a direct match between what is requested and what is entered |  |  |  |
| C1.1 | recognizes values in number and word format |  |  |  |
| C2.1 | understands and uses common date formats |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**