



Task Title: Writing Cheques

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

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

Task Title: WritingCheques_I_A2.1_B3.1a_C1.1_C2.1

Learner Information

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

Task Title: WritingCheques_I_A2.1_B3.1a_C1.1_C2.1

Blank Cheques

Jane Doe 123 Tree St Angus, Ontario	Cheque no 0001 Date: _____
Pay to the Order of _____ \$ _____	
_____/100 Dollars	
Royal Bank of Canada Angus Branch 3 Church Street Angus, Ontario L0N 1B0	
Memo _____	

Jane Doe 123 Tree St Angus, Ontario	Cheque no 0002 Date: _____
Pay to the Order of _____ \$ _____	
_____/100 Dollars	
Royal Bank of Canada Angus Branch 3 Church Street Angus, Ontario L0N 1B0	
Memo _____	

Jane Doe 123 Tree St Angus, Ontario	Cheque no 0003 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: ☐