

Task Title: Complete a Money Order Form

OALCF Cover Sheet - Practitioner Copy

Learner Name:					
Date Started (m/d/yyyy):					
Date Completed (m/d/yyyy):					
Successful Completion: Yes No					
Goal Path:	Employment	Apprenticeship			
Secondary School	Post Secondary	Independence			

Task Description: Read to complete a money order.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage money/C1.2

Performance Descriptors: See chart on last page

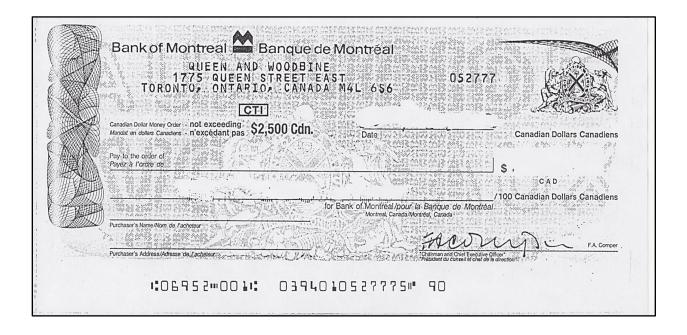
Materials Required:

• Paper and Pen and/or digital device

Learner Information

There are times when purchases cannot be paid for by cheque or credit card. An option is to get a money order from places like a bank or a post office. A money order is guaranteed by the bank, like a certified cheque.

Scan the blank money order.



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Work Sheet

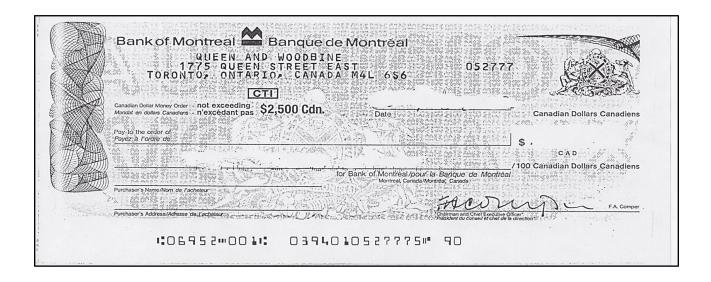
Task 1: What is the name of the bank listed on the money order? Answer:				
Task 2: Where is the bank located in Toronto? Answer:				
Task 3: What is the maximum amount of money you can send using the money order?				
Answer:				
Task 4: What type of dollars are paid by the money order?				
Answer:				
You have ordered birthday cards and wrapping paper from a mail order company catalogue. The company is Regent Gifts. This company does not accept cash or personal cheques. They only accept a credit card or money order as payment. You do not have a credit card, so you must pay using a money order. The bank charges \$7.50 to issue a money order.				
Task 5: If the birthday cards cost \$12.99 (tax included) and the wrapping paper cost \$15.99 (tax included), what is the total amount you must pay the bank?				
Answer:				

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Task 6: Complete the money order by filling in all the blanks. Write in the total amount to be paid as well.

(Note: When you actually purchase a money order, the bank or post office fills in the amount to be paid.)

Answer:



Answers

Task 1: What is the name of the bank listed on the money order?

Answer: Bank of Montreal

Task 2: Where is the bank located in Toronto?

Answer: 1775 Queen Street East (Queen & Woodbine)

Task 3: What is the maximum amount of money you can send using the money order?

Answer: \$ 2500.00 Canadian

Task 4: What type of dollars are paid by the money order?

Answer: Canadian Funds

Task 5: If the birthday cards cost \$12.99 (tax included) and the wrapping paper cost \$15.99 (tax included), what is the total amount you must pay the bank?

Answer: 12.99 + 15.95 + 7.50 = \$36.44

Task 6: Complete the money order by filling in all the blanks. Write in the total amount to be paid as well.



Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2:	Scans text			
	Makes low-level inferences			
A2.1:	Scans to locate specific details			
	Interprets brief text and common symbols			
	Makes low-level inferences			
C1.1:	Adds, subtracts, multiplies and divides whole numbers and decimals			
	Interprets and represents costs using monetary symbols and decimals			
	Represents costs and rates using monetary symbols, decimals and percentages.			
	Uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed		Needs to be tried again	
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Learner Comments:				
Instructor (print):	Learner (print):			