



**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.

Bank of Montreal  Banque de Montréal

QUEEN AND WOODBINE  
1775 QUEEN STREET EAST  
TORONTO, ONTARIO, CANADA M4L 6S6

052777

**CTI**

Canadian Dollar Money Order - not exceeding **\$2,500 Cdn.**  
Mandat en dollars Canadiens - n'excédant pas

Date \_\_\_\_\_ Canadian Dollars Canadiens


Pay to the order of / Payez à l'ordre de \_\_\_\_\_ \$ . CAD

/100 Canadian Dollars Canadiens

for Bank of Montreal / pour la Banque de Montréal  
Montreal, Canada / Montréal, Canada

Purchaser's Name / Nom de l'acheteur \_\_\_\_\_

Purchaser's Address / Adresse de l'acheteur \_\_\_\_\_

 F.A. Comper  
Chairman and Chief Executive Officer / Président du conseil et chef de la direction

⑆06952⑈001⑆ 0394010527775⑈ 90

## Work Sheet

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

Answer:

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**Task 2: Where is the bank located in Toronto?**

Answer:

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

Answer:

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

Answer:

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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 Title: Complete a Money Order\_I\_A1.2\_A2.2\_C1.2

**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:

Bank of Montreal  Banque de Montréal

QUEEN AND WOODBINE  
1775 QUEEN STREET EAST  
TORONTO, ONTARIO, CANADA M4L 6S6

052777

CTI

Canadian Dollar Money Order - not exceeding  
Mandat en dollars Canadiens - n'excédant pas **\$2,500 Cdn.**

Date \_\_\_\_\_

Canadian Dollars Canadiens


Pay to the order of  
Payez à l'ordre de \_\_\_\_\_ \$ . CAD

/100 Canadian Dollars Canadiens

for Bank of Montreal/pour la Banque de Montréal  
Montreal, Canada/Montréal, Canada

Purchaser's Name/Nom de l'acheteur \_\_\_\_\_

Purchaser's Address/Adresse de l'acheteur \_\_\_\_\_

  
Chairman and Chief Executive Officer  
Président du conseil et chef de la direction

F.A. Comper

⑆06952⑈001⑆ 0394010527775⑈ 90



## 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.**

Bank of Montreal Banque de Montréal  
QUEEN AND WOODBINE  
1775 QUEEN STREET EAST  
TORONTO, ONTARIO, CANADA M4L 6S6  
052777  
CTI  
Canadian Dollar Money Order - not exceeding \$2,500 Cdn.  
Montreuil en dollars Canadiens - n'excedant pas \$2,500 Cdn.  
today's date  
Date  
Canadian Dollars Canadiens  
Pay to the order of / Payer à l'ordre de **Regent Gifts** \$ **28.94**  
CAD  
---twenty-eight---94 / 100 Canadian Dollars Canadiens  
learner's name  
Purchaser's Name / Nom de l'acheteur  
learner or program address  
Purchaser's Address / Adresse de l'acheteur  
for Bank of Montreal / pour la Banque de Montréal  
Montreal, Canada / Montréal, Canada  
Chairman and Chief Executive Officer  
Président du conseil et chef de la direction  
F.A. Comper  
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## 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 ☐

Task Title: CompleteaMoneyOrder\_I\_A1.2\_A2.2\_C1.2

Learner Comments:

Instructor (print):

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Learner (print):

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