



## Task Title: Writing Cheques

### OALCF Cover Sheet – Practitioner 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: ☐

## 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 123 Tree St Angus, Ontario	Cheque no 0001  Date: (today's date)
Pay to the Order of <b>Sears Canada</b>	<b>\$25.23</b>
<b>Twenty-five</b> _____	<b>23/100</b> Dollars
Royal Bank of Canada Angus Branch 3 Church Street Angus, Ontario L0N 1B0	
Memo: <b>Account Number 123-754-01</b>	_____ (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 123 Tree St Angus, Ontario	Cheque no 0002  Date: (today's date)
Pay to the Order of <b>Bell Canada</b>	<b>\$30.49</b>
<b>Thirty</b> _____	<b>49/100</b> Dollars
Royal Bank of Canada Angus Branch 3 Church Street Angus, Ontario L0N 1B0	
Memo (learner's phone number as account number)	_____ (learner's signature)

Task Title: WritingCheques\_I\_A2.1\_B3.1a\_C1.1\_C2.1

**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 123 Tree St Angus, Ontario	Cheque no 0003  Date: (today's date)
Pay to the Order of. <b>Dave Wilson</b>	<b>\$34.00</b>
<b>Thirty-four</b> _____	xx/100 Dollars
Royal Bank of Canada Angus Branch 3 Church Street Angus, Ontario L0N 1B0	
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):

---