

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:** The learner needs to read and complete a money order.

**Competency:** A: Find and Use Information

B: Communicate Ideas and Information

C: Understand and Use Numbers

**Task Groups:** A1: Read Continuous Text

A2: Interpret Documents   
B2: Write Continuous Text

C1: Manage Money

**Level Indicators:**

* A1.1: Read brief texts to locate specific details
* A1.2: Read texts to locate and connect ideas and information
* A2.1: Interpret very simple documents to locate specific details
* A2.2: Interpret simple documents to locate and connect Information
* B2.1: Write brief texts to convey simple ideas and factual information
* C1.1: Compare costs and make simple calculations
* C1.2: Make low-level inferences to calculate costs and expense that   
   may include rates such as taxes and discounts

**Performance Descriptors:** See chart on last page

**Materials Required:**

* Paper and Pen and/or digital device
* Money Order Form (attached)
* Question Sheet

# Learner Information

The learner needs to read and complete a money order.

**Learner Instructions:**

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.

# 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:** **Choose the correct answer. This money order is for:**

Answer:

|  |  |  |  |
| --- | --- | --- | --- |
| **American Funds** |  | **Canadian Funds** |  |



**Task 5: You have ordered birthday cards and wrapping paper from a mail order company catalogue. The company is Regent Gifts.**

|  |  |  |
| --- | --- | --- |
| **Birthday Cards** | $12.99 | **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.** |
| **Wrapping Paper** | $15.95 |
| **Tax is included in the prices.** | |

**What is the total amount you must pay the bank? (Use the space below to show your calculations.)**

**Answer:**





**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:**



# ANSWER KEY

**Task Title:** Complete a Money Order Form

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

**Task 2:** Where is the bank located in Toronto?   
 **1775 Queen Street East (Queen & Woodbine)**

**Task 3:** What is the maximum amount of money you can send using the money order?  
**$ 2500.00 Canadian**

**Task 4:** Choose the correct answer. This money order is for:   
**Canadian Funds**

**Task 5:**  **You have ordered birthday cards and wrapping paper from a mail order company catalogue. The company is Regent Gifts**.

**Birthday Cards: $12.99**

**Wrapping Paper: $15.95**

**Tax is included in the above prices**.

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. What is the total amount you must pay the bank? (Use the space below to show your calculations)

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. (Note: When you actually purchase a money order, the bank or post office fills in the amount to be paid.) - $28.94



# Performance Descriptors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Levels** | **Performance Descriptors** | **Needs Work** | **Completes task with support from practitioner** | **Completes task independently** |
| A1.1: | Reads short texts to locate a single piece of information |  |  |  |
| A1.2: | Scans text |  |  |  |
| A1.2: | Makes low-level inferences |  |  |  |
| A2.1: | Scans to locate specific details |  |  |  |
| A2.1: | Interprets brief text and common symbols |  |  |  |
| A2.2: | Makes low-level inferences |  |  |  |
| B2.1: | Conveys simple ideas and factual information |  |  |  |
| C1.1: | Adds, subtracts, multiplies and divides whole numbers and decimals |  |  |  |
| C1.1: | Interprets and represents costs using monetary symbols and decimals |  |  |  |
| C1.2: | Represents costs and rates using monetary symbols, decimals and percentages. |  |  |  |
| C1.2: | 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

Learner Comments:

Instructor (print):

