



Task Title: Complete a Money Order Form

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

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

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.

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 Montréal / 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

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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: 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: