

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: Er	mployment		Apprenticeship				
Secondary School Po	ost 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

Task Title: CompleteaMoneyOrder_I_A1.1_A1.2_A2.1_A2.2_B2.1_C1.1_C1.2

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: 'Answer:	What is the name of the bank listed on the money order?
Task 2: 'Answer:	Where is the bank located in Toronto?
	What is the maximum amount of money you can send using the money order?
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.

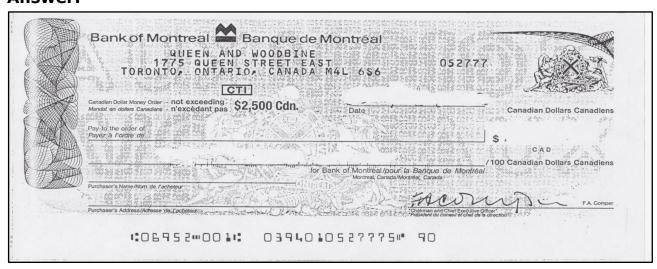
Birthday Cards	\$12.99	This company does not accept cash or		
Wrapping Paper	\$15.95	personal cheques. They only accept a credit card or money order as payment.		
Tax is included in the prices.		You do not have a credit card, so you must pay using a money order. The bank charges \$7.50 to issue a money order.		

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

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



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)			

Task Title: CompleteaMoneyOrder_I_A1.1_A1.2_A2.1_A2.2_B2.1_C1.1_C1.2	
This task:	
Was successfully completed Needs to be tried again	
Learner Comments:	
Instructor (print):	
instructor (print).	