



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

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.

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

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

⑆06952⑆00⑆ 03940⑆0527775⑆ 90

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:

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 \$2,500 Cdn.

Date _____ Canadian Dollars Canadiens

Pay to the order of / Payez à l'ordre de _____ \$ _____ C A D

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⑆00⑆⑆ 03940⑆0527775⑆ 90

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)

$$12.99 + 15.95 + 7.50 = \$ \mathbf{36.44}$$

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

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.
Monnaie en dollars Canadiens - n'excédant pas \$2,500 Cdn.

today's date
Date

Canadian Dollars Canadiens

Pay to the order of / Payez à l'ordre de: **Regent Gifts**

\$. **28.94**
C A D

---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

⑆06952⑆00⑆ 03940⑆0527775⑆ 90

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

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):
