



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: Read to complete a money order.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage money/C1.2

Performance Descriptors: See chart on last page

Materials Required:

- Paper and Pen and/or digital device

Learner Information

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'exédant 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

⑆06952⑆00⑆ 03940⑆10527775⑆ 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: What type of dollars are paid by the money order?

Answer:

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

Task 5: If the birthday cards cost \$12.99 (tax included) and the wrapping paper cost \$15.99 (tax included), what is the total amount you must pay the bank?

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

Date _____ Canadian Dollars Canadiens

Pay to the order of _____ \$.
Payez à l'ordre de _____ CAD

for Bank of Montreal / pour la Banque de Montréal
Montreal, Canada / Montréal, Canada

Purchaser's Name / Nom du acheteur _____
Purchaser's Address / Adresse du acheteur _____


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

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Answers

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

Answer: Bank of Montreal

Task 2: Where is the bank located in Toronto?

Answer: 1775 Queen Street East (Queen & Woodbine)

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

Answer: \$ 2500.00 Canadian

Task 4: What type of dollars are paid by the money order?

Answer: Canadian Funds

Task 5: If the birthday cards cost \$12.99 (tax included) and the wrapping paper cost \$15.99 (tax included), what is the total amount you must pay the bank?

Answer: $12.99 + 15.95 + 7.50 = \$ 36.44$

Task 6: Complete the money order by filling in all the blanks. Write in the total amount to be paid as well.

Bank of Montreal Banque de Montréal
QUEEN AND WOODBINE
1775 QUEEN STREET EAST
TORONTO, ONTARIO, CANADA M4L 6S6 052777

CTI **today's date**
Date

Canadian Dollar Money Order - not exceeding \$2,500 Cdn. Canadian Dollars Canadiens
Monnaie en dollars Canadiens - n'exécédant pas

Pay to the order of / Payez à l'ordre de **Regent Gifts** \$ **28.94**
CAD

---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

FA Comper

@06952001: 0394010527775# 90

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2:	Scans text			
	Makes low-level inferences			
A2.1:	Scans to locate specific details			
	Interprets brief text and common symbols			
	Makes low-level inferences			
C1.1:	Adds, subtracts, multiplies and divides whole numbers and decimals			
	Interprets and represents costs using monetary symbols and decimals			
	Represents costs and rates using monetary symbols, decimals and percentages.			
	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

Task Title: CompleteaMoneyOrder_I_A1.2_A2.2_C1.2

Learner Comments:

Instructor (print):

Learner (print):
