

## OALCF Task Cover Sheet

**Task Title:** Writing Cheques

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment ___ Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence <input checked="" type="checkbox"/>	
<b>Task Description:</b> In this task, the learner is required to use information supplied and prepare three personal cheques.	
<b>Competency:</b> A: Find and Use Information  B: Communicate Ideas and Information  C: Understand and Use Numbers	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret Documents B3: Complete and create documents C2: Manage time C4: Manage data
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.1: Interpret very simple documents to locate specific details B3.1a: Make straightforward entries to complete very simple documents C2.1: Measure time and make simple calculations C4.1: Make simple comparisons and calculations	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Attached sheets and cheques</li><li>• (Adaptation: Have learner bring own cheques and actual bills to be paid)</li></ul>	

**Task Title: Writing Cheques**

**Learner Information and Tasks:**

You are going to pay some bills.

Read the following information that tells you about the bills you are going to be paying.

Write out a cheque for each bill.

Check to make sure you have included all the information that is necessary.

1. Last month you bought a scarf at Sears for your Mother for her birthday.  
Write a cheque for \$25.23 payable to Sears Canada. Your Sears Account number is 123-754-01.
2. Your telephone bill this month is \$30.49. Write out a cheque to Bell Canada.  
Your account number is the same as your telephone number.
3. You went out for dinner with a friend. You didn't have enough cash with you so your friend paid for the whole bill. Write him a cheque for your half in the amount of \$34.00.  
Your friend's name is Dave Wilson.

Jane Doe  
123 Tree St  
Angus, Ontario  
Pay to the Order of \_\_\_\_\_

cheque no 0001  
Date: \_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_/100 Dollars

Royal Bank of Canada  
Angus Branch  
3 Church Street  
Angus, Ontario L0N 1B0

Memo \_\_\_\_\_

Jane Doe  
123 Tree St  
Angus, Ontario  
Pay to the Order of \_\_\_\_\_

cheque no 0002  
Date: \_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_/100 Dollars

Royal Bank of Canada  
Angus Branch  
3 Church Street  
Angus, Ontario L0N 1B0

Memo \_\_\_\_\_

Jane Doe  
123 Tree St  
Angus, Ontario  
Pay to the Order of \_\_\_\_\_

cheque no 0003  
Date: \_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_/100 Dollars

Royal Bank of Canada  
Angus Branch  
3 Church Street  
Angus, Ontario L0N 1B0

Memo \_\_\_\_\_

Task Title: **Writing Cheques**

<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"> <li>Decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>Reads short texts to locate a single piece of information</li> </ul>			
A2.1	<ul style="list-style-type: none"> <li>Scans to locate specific details</li> </ul>			
	<ul style="list-style-type: none"> <li>Interprets brief text and common symbols</li> </ul>			
	<ul style="list-style-type: none"> <li>Locates specific details in simple documents</li> </ul>			
B3.1a	<ul style="list-style-type: none"> <li>Makes a direct match between what is requested and what is entered</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes entries using familiar vocabulary</li> </ul>			
C2.1	<ul style="list-style-type: none"> <li>Understands and uses common date formats</li> </ul>			
C4.1	<ul style="list-style-type: none"> <li>Recognizes values in number and word format</li> </ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**