

DOLLARS & SENSE

**SECONDARY
School Module**

ACTIVITY BOOKLET

7



WRITING A CHEQUE



AFOA Canada acknowledges the generous support of the TD Bank Group in making this project possible.



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WRITING A CHEQUE

MATERIALS REQUIRED

Dollars and Sense Secondary School Module

Activity Booklet - Provide Activity Booklet 7 to each student.

AGENDA MAP

Time (Minutes)	Activity 7 – Writing a Cheque Agenda Items	Page
15	1. Writing a Cheque Notes	3
20	2. Writing a Cheque Directions	6
35	TOTAL TIME for Activity 7	



NOTES: ACTIVITY 7 - WRITING A CHEQUE SMART BANKING TOOLS

Learning to “write a cheque” is an important thing to do!
There is a lot of information you need to know about yourself, your family, and your money if you need to write a cheque.

AS A CLASS, DISCUSS YOUR ANSWERS TO THE FOLLOWING QUESTIONS:

1. Do you know your **whole name**?
 - First Name, Middle Name, Last Name
2. Do you know your **home address**?
 - Including your house number, street name, your city, province AND postal code
3. Do you know **how much money** you have?
 - Such as the money you have at home or you have in your bank account
4. Do you know today’s **date**?
 - For example, “January 27, 2014”
5. Do you have a **signature**?
 - A “signature” is a unique way of signing your name, to make sure no one can steal or use your information without your permission!
6. Do you have the money in your account to cover the amount on the cheque?
7. Do cheques expire?

If you answered “No” to ANY of these questions, make sure you go home tonight and figure out all of the information you need to answer “Yes” next time!



What is a Cheque?

A Cheque is an easy way to transfer money from one person to another. One person fills out a cheque, and the other person takes it to their bank to turn the cheque into money!



WRITING A CHEQUE

There are 10 very important steps to writing a cheque! Let's look at the steps, and follow the steps on the cheque:

- 1 Write YOUR name.
- 2 Write your street number and street name.
- 3 Write your city, province and postal code.
- 4 Write who the cheque is going to - such as a person's name or a company.
- 5 Write the full amount of money you are paying the other person – USE NUMBERS.
- 6 Write how many dollars you are paying the other person– USE WORDS.
 - a. For example, the total is \$35.25, but only "Thirty-five" is written in #6.
 - b. Be sure to draw a line from the end of the word to the end of the space.
- 7 Write how many cents you are paying the other person – USE NUMBERS.
 - a. For example, the total is \$35.25, but only "25" is written in spot #7.
- 8 Write what the cheque is for: why did you write the cheque?
- 9 Sign your signature at the bottom. This is very important, and write it clearly.
- 10 Write today's date. Make sure you write it only in numbers, and follow the letters below to make sure you are writing the date in the correct order.
 - a. "D" means Day
 - b. "M" means Month
 - c. "Y" means Year



WRITING A CHEQUE

Sarah needed to write a cheque to her mom for her bracelet business. Let's look at Sarah's cheque, so you can fill out your own, next!

1	Name <u>Sarah Morin</u>	10	<u>14 06 2014</u>
2	Address <u>123 Dreamcatcher Drive</u>		DD/MM/YYYY
3	City, Pro, PC <u>Enoch, AB T7X 3Y3</u>		
4	Pay to the Order of <u>Laura Morin</u>	\$	<u>35.25</u>
6	<u>Thirty-five</u>	7	<u>25</u> /100 DOLLARS
8	Memo <u>Money for Bracelets</u>	9	Signature <u>Sarah Morin</u>
4321-123456789-9876543		BANK®	



ACTIVITY 7 DIRECTIONS – WRITING A CHEQUE

TIME

(Minutes)

ACTIVITY 7 DIRECTIONS

- | | |
|----|--|
| 5 | 1. The Facilitator reviews the scenario with students. |
| 10 | 2. Work individually to complete the cheque with the information provided. |
| 5 | 3. Discuss the assignment. |
| 20 | TOTAL Activity Time |



WRITING A CHEQUE

NOW IT IS TIME FOR YOU TO WRITE YOUR OWN CHEQUE!

Read the following scenario and use the information to complete the cheque:
Joseph needs new skates for his part-time job at the skating rink. He opened a chequing account with the bank. Here is all the information for Joseph to buy new skates and complete his cheque:

1. Name: Joseph Morin
2. Street Address: 123 Dreamcatcher Drive
3. City, Province, Postal Code: Enoch, AB, T7X 3Y3
4. Pay to the Order of: Scott's Speedy Skates
5. Total Cost: \$49.99
6. Total Dollars (written): Forty-nine
7. Total Cents (numbers): 99
8. Memo: Skates
9. Signature: (make your own!)
10. Date: August 27, 2014 (Day: 27) (Month: 08) (Year: 2014)

1 Name _____	10 _____ DD/MM/YYYY
2 Address _____	
3 City, Pro, PC _____	
<hr/>	
4 Pay to the Order of _____	\$ <input style="width: 100px;" type="text"/> 5
6 _____	7 /100 DOLLARS
8 Memo _____	9 Signature _____
4321-123456789-9876543 BANK	

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NOTES PAGE



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