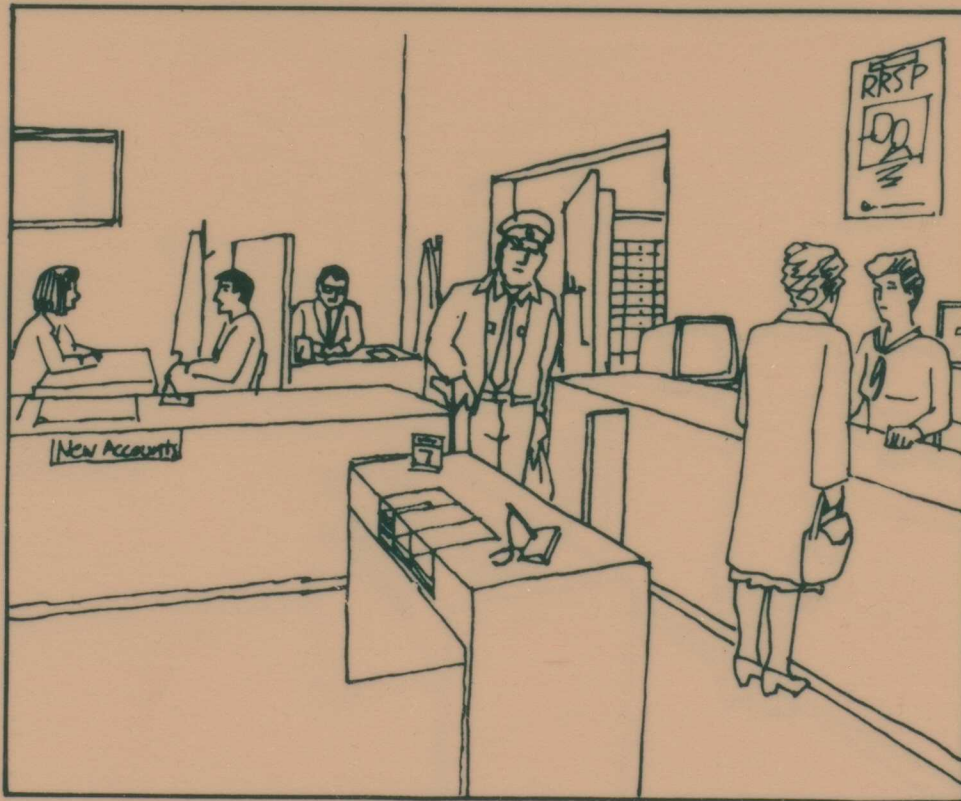



ENGLISH AS A SECOND LANGUAGE
Community Survival Skills

BANKING



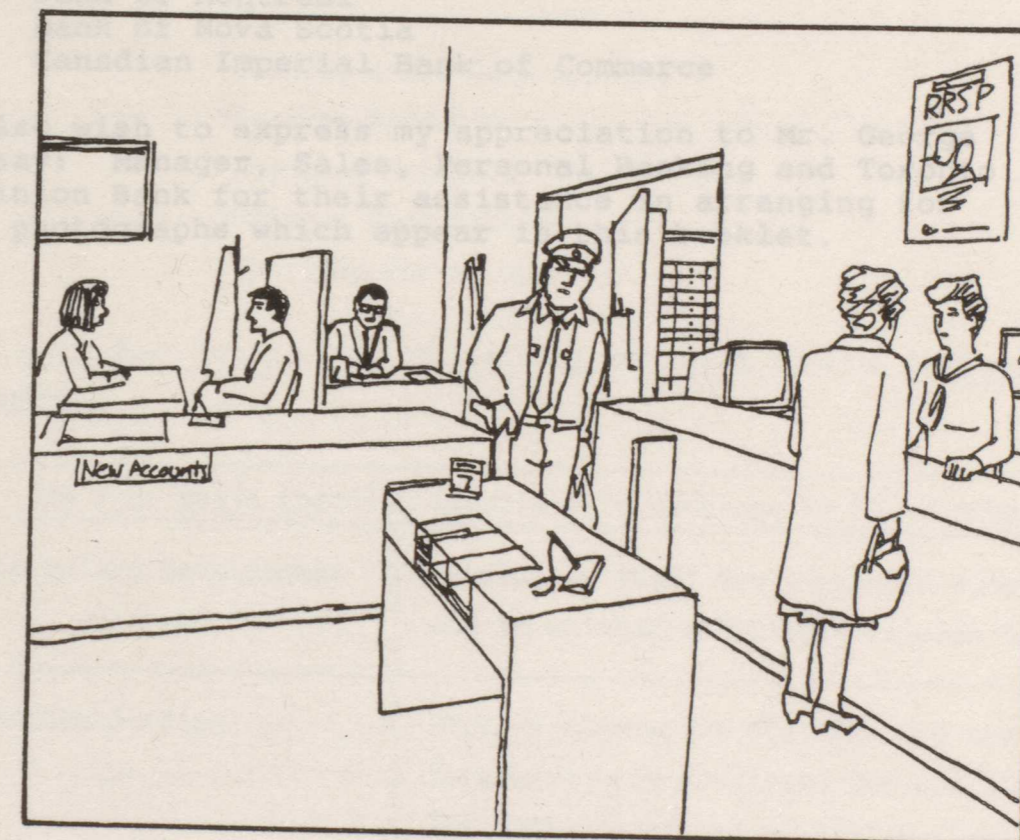
Written by Jennifer House

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English As A Second Language Division

BANKING

I wish to acknowledge the following banks for their participation in this project:



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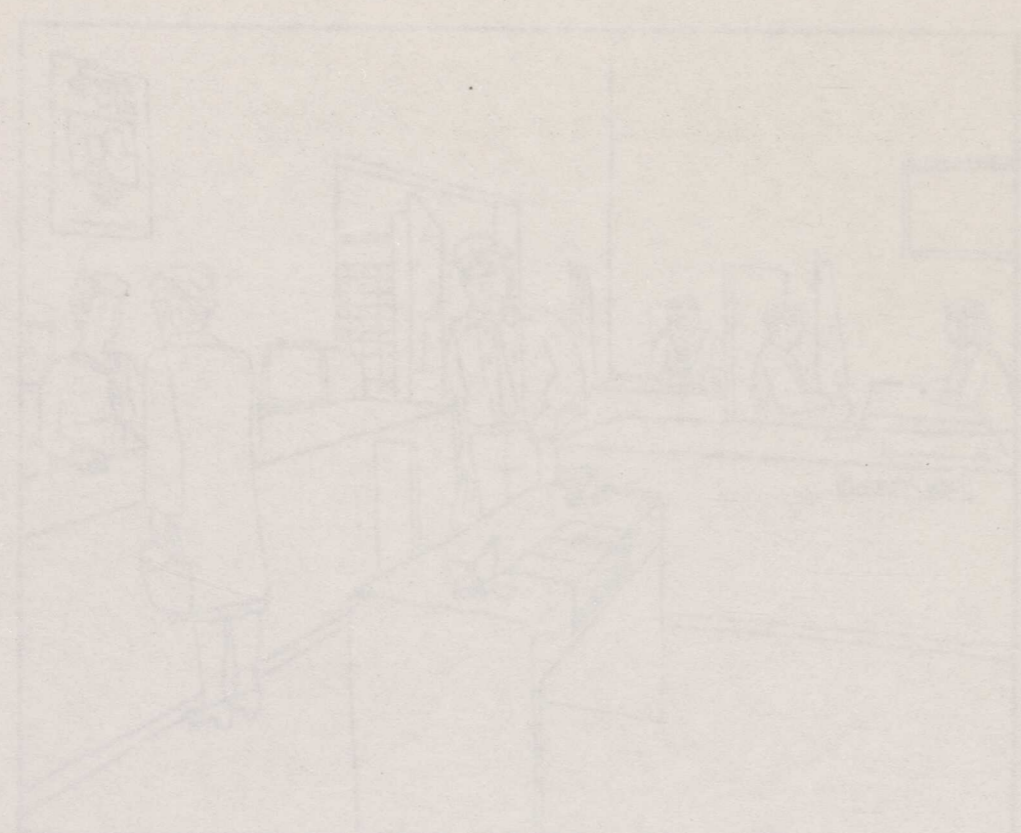
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BANKING



Banking: An ESL Workbook is part of the Community Survival Skills series. This series was developed for adults learning English as a Second Language and focuses on the English language skills required to cope or survive in the community.

Acknowledgements

I wish to acknowledge the following banks for their participation in this project:

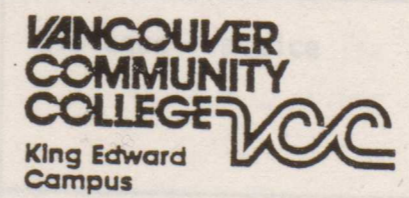
- Bank of Montreal
- Bank of Nova Scotia
- Canadian Imperial Bank of Commerce

I also wish to express my appreciation to Mr. George Ramsay: Manager, Sales, Personal Banking and Toronto Dominion Bank for their assistance in arranging for the photographs which appear in this booklet.

There are four basic kinds of learning exercises used in Banking: An ESL Workbook.

The Four Basic Learning Exercises in Banking: An ESL workbook	
Vocabulary Development	Vocabulary items are presented visually and in written exercises for each topic.
Picture Stories	Picture stories in dialogue and narrative form have been developed for each topic. The story lines are presented visually.
Dialogues	Dialogues relevant to each topic are presented and provided.
Reading Comprehension	Informative reading selections with comprehension exercises are provided for each topic.

Graphic Design: Instructional Media Services, Vancouver Community College



1155 East Broadway
Box No. 24620 Station C
Vancouver, B.C.
Canada V6T 4N3

Foreword:

Banking: An ESL Workbook is part of the Community Survival Skills series. This series was developed for adults learning English as a Second Language and focuses on The English language skills required to cope or survive in the community.

Banking: An ESL Workbook is a student workbook focusing on The English language skills required for banking. The workbook is divided into six parts:

- *The Bank
- *Opening a New Bank Account
- *Savings Accounts
- *Chequing Accounts
- *Using a Bank Machine
- *Applying for a Loan

There are four basic kinds of learning exercises used in Banking: An ESL Workbook.

The Four Basic Learning Exercises in Banking: An ESL Workbook	
Vocabulary Development	Vocabulary items are presented visually and in written exercises for each topic.
Picture Stories	Picture stories in dialogue and narrative form have been developed for each topic. The story lines are presented visually and in print form.
Dialogue Practice	Dialogues relevant to each topic are presented and learning exercises are provided.
Reading Comprehension	Informative reading selections with comprehension Exercises are provided for each topic.

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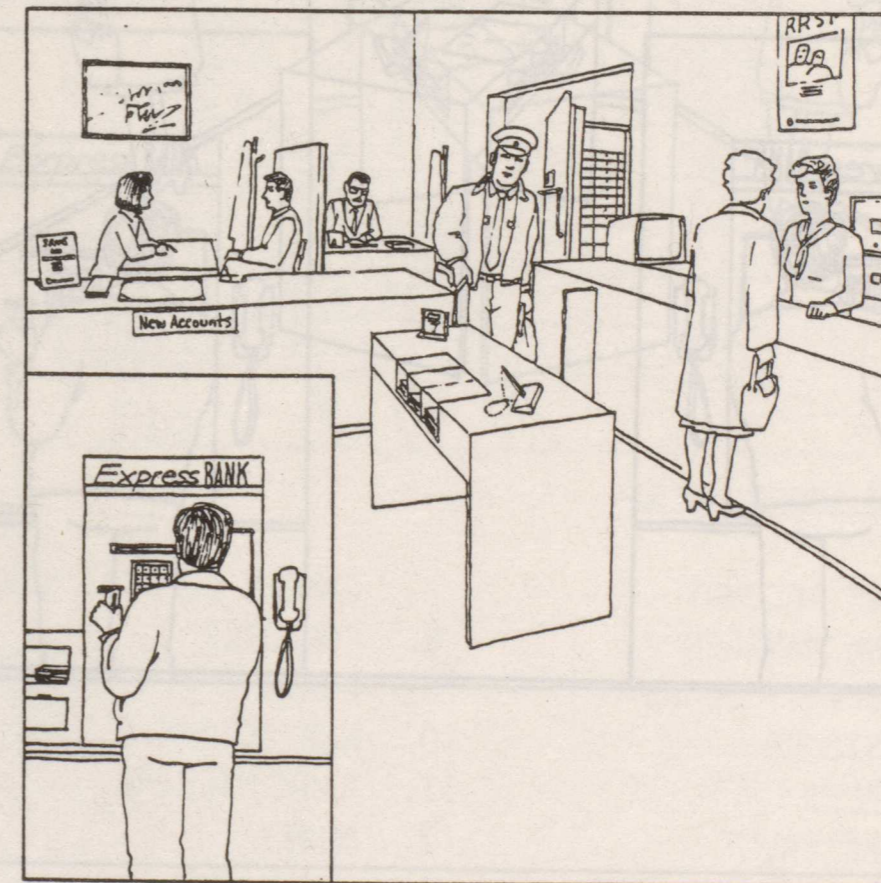
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English As A Second Language Community Survival Skills

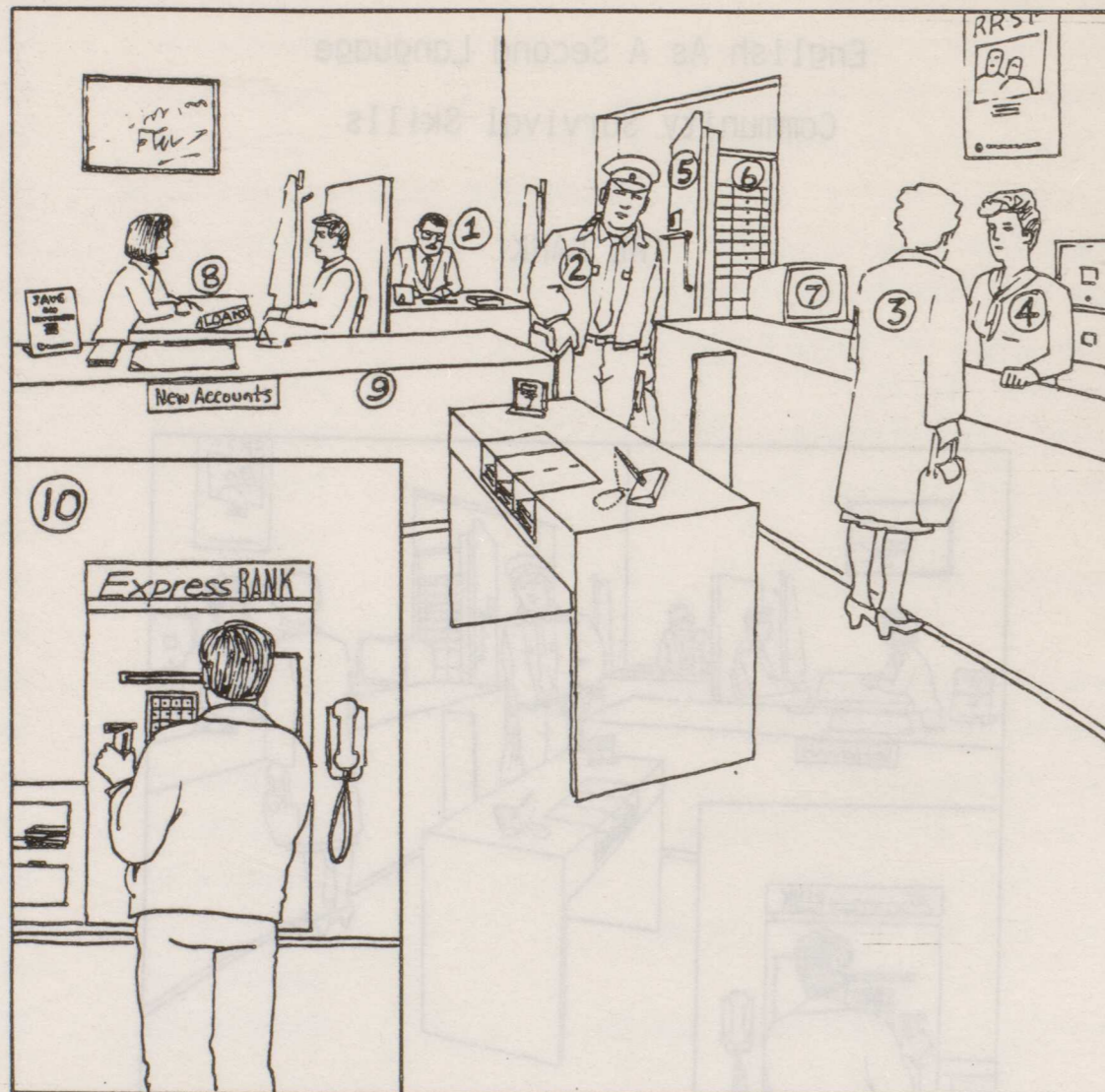
THE BANK



Exercise 1

Words For Banking

Read and practise.

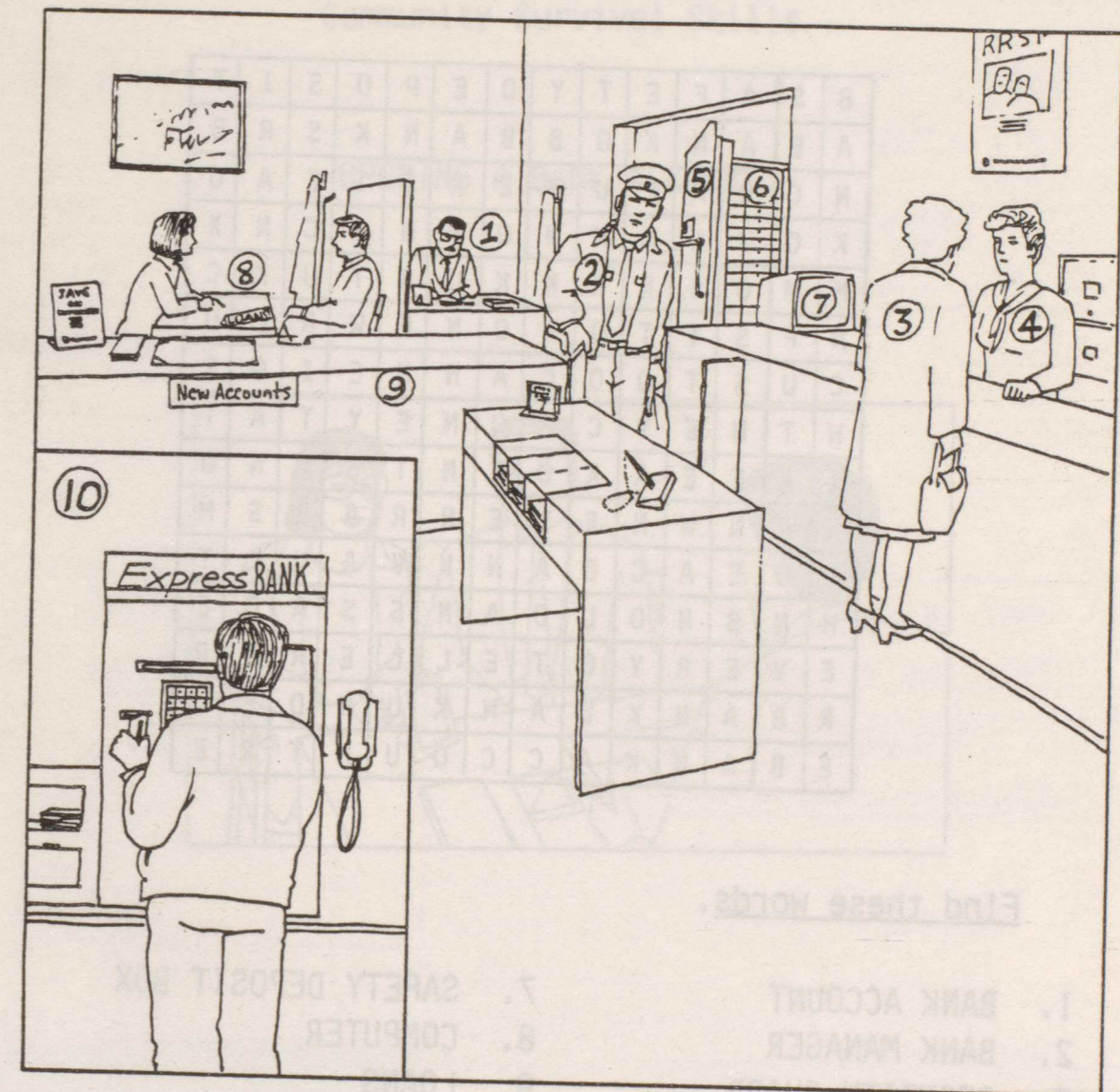


- | | |
|-------------------|-------------------------|
| 1. bank manager | 6. safety deposit boxes |
| 2. security guard | 7. computer |
| 3. customer | 8. Loans desk |
| 4. teller | 9. New Accounts desk |
| 5. bank vault | 10. bank machine |

Exercise 2

Words For Banking

Fill in the Correct Word.



- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Exercise 3

A Bank Anagram

B	S	A	F	E	T	Y	D	E	P	O	S	I	T
A	B	A	N	K	O	B	B	A	N	K	S	R	B
N	C	O	M	P	U	T	E	R	S	T	E	A	O
K	O	U	N	A	N	N	O	F	N	G	C	N	X
M	M	O	S	K	K	K	K	U	A	T	U	K	C
A	P	S	I	T	O	W	O	N	E	W	R	L	U
C	U	S	T	O	O	C	A	N	N	E	I	O	S
H	T	H	E	Y	C	M	O	N	E	Y	T	A	T
I	E	E	E	A	K	C	E	N	T	S	Y	N	O
N	R	N	W	N	E	V	E	R	R	A	B	S	M
E	O	E	A	C	B	A	N	K	V	A	U	L	T
H	N	B	N	O	L	O	A	N	S	S	A	O	E
E	V	E	R	Y	O	T	E	L	L	E	R	V	R
R	B	A	N	K	B	A	N	K	U	N	D	E	L
E	B	A	N	K	A	C	C	O	U	N	T	R	E

Find these words.

1. BANK ACCOUNT
2. BANK MANAGER
3. SECURITY GUARD
4. CUSTOMER
5. TELLER
6. BANK VAULT
7. SAFETY DEPOSIT BOX
8. COMPUTER
9. LOANS
10. NEW ACCOUNTS
11. BANK MACHINE
12. MONEY

How many times can you find the word, bank?

I found the word bank _____ times.

English As A Second Language

Community Survival Skills

OPENING A BANK ACCOUNT

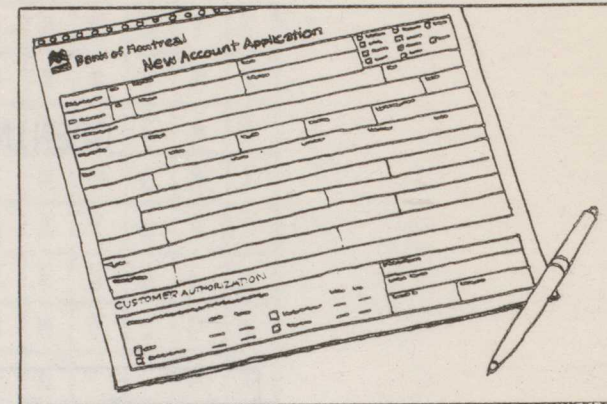


Exercise 4 Words for Opening a New Bank Account

Practise these questions and answers.

1. What is it?

It's a new account application.



2. What is it?

It's the New Accounts Desk.



3. Who is he?

He's an applicant for a new bank account.



Words for Opening a New Bank Account

4. What kind of account is it?

It's a joint account.

THOMAS S. LEE LINDA N. LEE #601-Campbell Street Vancouver, B.C., V6R 2T3		No. 104
DAY TO THE ORDER OF _____		\$ _____
THE TORONTO-DOMINION BANK 400 GRANVILLE & PENDER STS. VANCOUVER, B.C. V6C 1V9		100 DOLLARS
⑆104⑆ ⑆95120⑆004⑆ 0910⑆0230676⑆		

5. What kind of account is it?

It's an individual account.

THOMAS S. LEE #601-Campbell Street Vancouver, B.C., V6R 2T3		No. 103
DAY TO THE ORDER OF _____		\$ _____
THE TORONTO-DOMINION BANK 400 GRANVILLE & PENDER STS. VANCOUVER, B.C. V6C 1V9		100 DOLLARS
⑆103⑆ ⑆95120⑆004⑆ 0910⑆0230676⑆		

6. What is it?

It's a signature card.

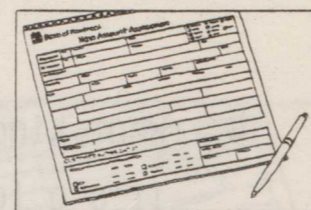
TRANSIT NO. 758	SIGNATURE CODE DIS	ACCOUNT NO. 11782
NAME LEE THOMAS SHU		ACCOUNT TYPE <input checked="" type="checkbox"/> DIS <input type="checkbox"/> TSA <input type="checkbox"/> CSA <input type="checkbox"/> TCA
NAME LEE LINDA NG		<input type="checkbox"/> CA
Specimen Signature (s)		
<div style="border: 1px solid black; padding: 5px;"> <p>x Thomas S. Lee</p> <p>x Linda N. Lee</p> </div>		
May 12 1987		

Exercise 5 Words for Opening a New Bank Account

Fill in the blanks.

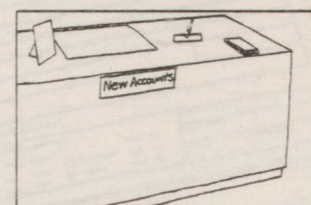
1. What is it?

It's the _____



2. What is it?

It's a _____



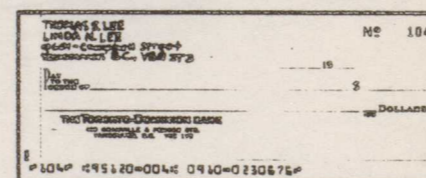
3. What is it?

It's a _____



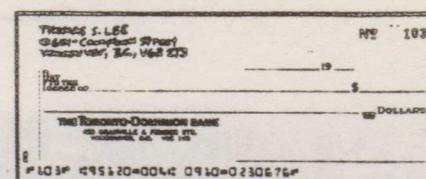
4. What kind of account is it?

It's a _____



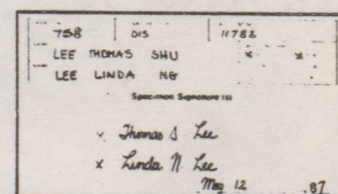
5. What kind of account is it?

It's an _____



6. Who is he?

He's an _____ for a new bank account.



signature card
applicant
joint account

new bank account
individual account
new accounts desk

Exercise 6 The Lees Open a New Bank Account

Read the story and conversation.



Tom and Linda Lee moved to Vancouver six weeks ago. Tom is a cook. He has a new job at The White Spot Restaurant. Linda is unemployed. She is looking for a job as a waitress.

This afternoon, Tom and Linda are going to the bank to open a new bank account. They arrive at the bank at two o'clock. They wait to see the man at the New Accounts desk. Soon, it's their turn. Tom and Linda walk over and sit down at the New Accounts desk.

Mr. Jackson: Good afternoon. My name is Ken Jackson. Can I help you?

Tom: My name is Tom Lee and this is my wife Linda. We want to open a new bank account.

Mr. Jackson: Alright. I'll get you a new account application form.

Exercise 7 The Lees Open a New Bank Account

Answer the questions.

1. How long have Tom and Linda Lee lived in Vancouver?

2. What is Tom's job (occupation)?

3. Where does Tom work?

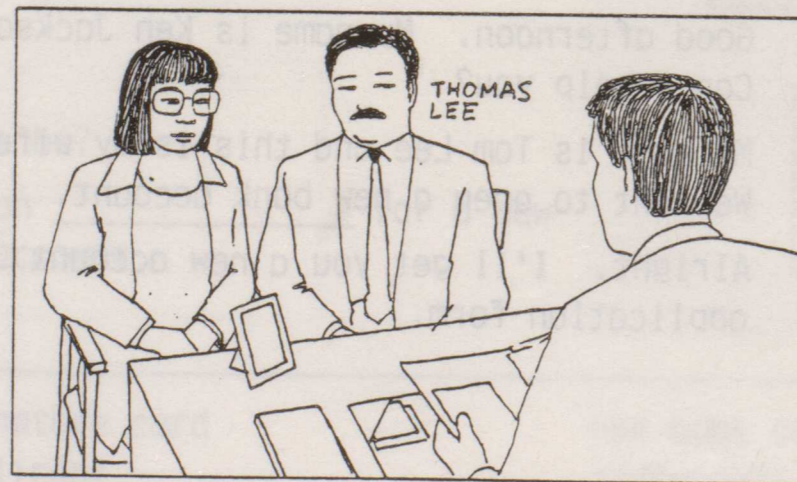
4. What is Linda's job (occupation)?

5. Is Linda working?

6. Why are Tom and Linda going to the bank?

7. Which desk do Tom and Linda sit at?

8. What kind of form did Mr. Jackson get for Tom and Linda?



Exercise 8 The Lees Fill In a New Account Application

Read and practise these questions and answers.

- Mr. Jackson: Mr. Lee will this account be in your name?
 Tom: Yes but I want Linda to be able to use the account.
 Mr. Jackson: You'll be the applicant and Mrs. Lee will be the co-applicant. Is that alright?
 Tom: Yes, that's fine.
 Mr. Jackson: Now, let's fill in the application.
 What is your surname, given name and initials?
 Are you single, married, divorced or separated?
 Tom: My surname is Lee. My given name is Thomas.
 My initial is S and I'm married.



APPLICANT	TITLE MR.	SURNAME LEE	GIVEN NAMES AND INITIALS THOMAS S.	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
-----------	--------------	----------------	---------------------------------------	---

- Linda: My surname is Lee. My given name is Linda.
 My initial is N and I'm married.

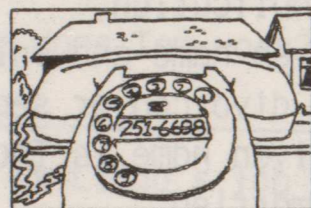


CO-APPLICANT	TITLE MRS.	SURNAME LEE	GIVEN NAMES AND INITIALS LINDA N.	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
--------------	---------------	----------------	--------------------------------------	---

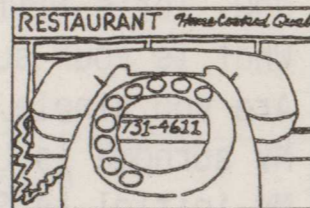
Mr. Jackson: What is your home phone number?

What is your business phone number?

Tom: My home phone number is 251-6698 and my business phone number is 731-4611.



Home Tel. No. 251-6698



Bus. Tel. No. 731-4611

Mr. Jackson: What is your address and postal code?

How long have you lived there?

Tom: My address is 400 Campbell Street. The postal code is V6T 2T3. We've lived there for one month.

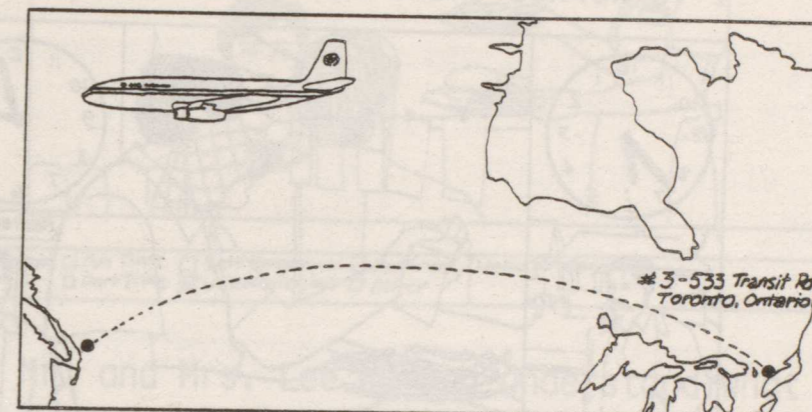


Street No. 400	Street Name CAMPBELL STREET	Apt. No. #601
City VANCOUVER	Postal Code V6R 2T3	Province B.C.
Country CANADA	How Long There? 1 MONTH yrs	Country of Residence CANADA

Mr. Jackson: What was your previous address?

How long were you there?

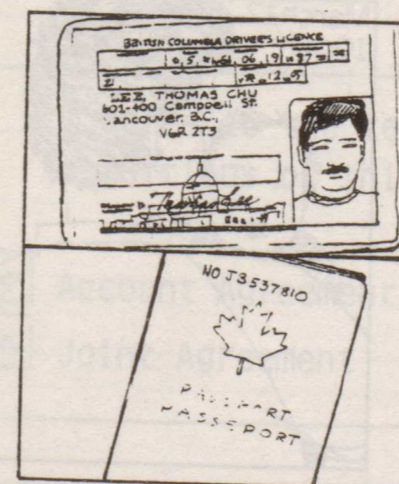
Tom: We lived at 1533 Transit Road in Toronto for four years.



Previous address (if less than 3 years) or present address	Street 1533 TRANSIT ROAD	Apt./ Suite #3	City/Town TORONTO	Province ONTARIO	How Long There? 4 YEARS yrs
--	--------------------------	----------------	-------------------	------------------	-----------------------------

Mr. Jackson: Mr. Lee, do you have two pieces of identification? I also need your Social Insurance Number and your birth date. Do you have any children?

Tom: Here's two pieces of identification and my Social Insurance Card. I was born June 19, 1960. We don't have any children.



co-Applicant	Identification PASSPORT #JB557 815	Identification BCDL 096 7894	Soc. Ins. No. 731 402 410	Birth Date 190601	No. of Dep. 0
--------------	------------------------------------	------------------------------	---------------------------	-------------------	---------------

Mr. Jackson: Mr. Lee, what is your occupation?
Do you work full time or part time? What is
your employer's name? How long have you
worked at The White Spot Restaurant?

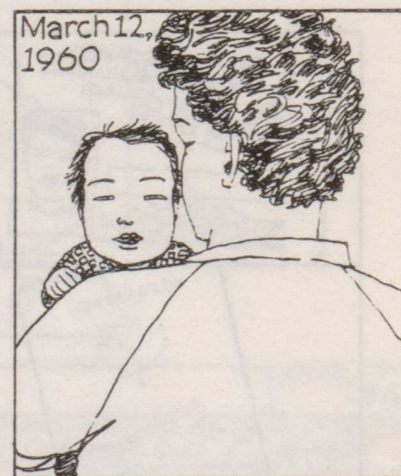
Tom: I'm a cook. I work full time for The White
Spot Restaurant.
I've worked there for four weeks.



Occupation	COOK	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired <input type="checkbox"/> Other	Name of Employer	WHITE SPOT RESTAURANT	YRS.	4 WEEKS
------------	-------------	---	---	--	------------------	------------------------------	------	----------------

Mr. Jackson: Mrs. Lee, do you have two pieces of identifica-
tion? I also need your Social Insurance Number
and your birth date.

Linda: Here's two pieces of identification and my
Social Insurance Card. I was born March 12, 1960.



Applicant	Identification	PASSPORT #JD 537 810	Soc. Ins. No.	731 402 511
	Identification	BCDL 0967777	Birth Date	1 2 0 3 6 0
			No. of Dep.	0

Mr. Jackson: Mrs. Lee, what is your occupation?
Linda: I'm a waitress. I'm looking for a job.



Occupation	WAITRESS	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Self Employed <input checked="" type="checkbox"/> Unemployed	<input type="checkbox"/> Retired <input type="checkbox"/> Other	Name of Employer		YRS.	
------------	-----------------	--	--	--	------------------	--	------	--

Mr. Jackson: Mr. and Mrs. Lee do you understand what a
joint account is?

Tom: Yes, we had a joint account with your bank in
Toronto. We understand how it works.

Mr. Jackson: Do you agree with the terms and conditions of
having a joint account?

Tom: Yes, we do.

Mr. Jackson: In that case, please check your application...
and if there are no mistakes, write your initials
and signatures at the bottom of the page. Thanks.

I agree to the terms and
conditions of this bank:

<input checked="" type="checkbox"/> Account Agreement	Initials	TSL LNL
<input checked="" type="checkbox"/> Joint Agreement	Initials	TSL LNL

Customer Signature:

Thomas S Lee

Customer Signature:

Linda N. Lee

Opened By:

Ken Jackson

Authorized By:

J.H. Smith

Exercise 9 Filling in a New Account Application

Read and fill in the new account application.

Use your surname, given name, address, identifications and occupation.

For a joint account, fill out the applicant and co-applicant parts of the application.

For an individual account, fill out the applicant part of the application.

Bank of Montreal		New Account Application		Date _____ 19__	
PERSONAL SUMMARY					
APPLICANT	Title	Surname	Given Name and Initials	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed
CO-APPLICANT	Title	Surname	Given Name and Initials	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced
c/o or Attention			Home Tel. No.	Bus. Tel. No.	
Street No.		Street Name		Apt. No.	
City	Postal Code	Province	Country	How Long There? Yrs	Country of Residence
Previous address (if less than 3 years at present address)		Street	Apt./Suite	City/Town	Province
Identification		Identification		Soc. Ins. No.	
Occupation		Name of Employer		Yrs. Mths.	
CO-APPLICANT		Identification		Soc. Ins. No.	
Identification		Identification		Birth Date	
Occupation		Name of Employer		Yrs. Mths.	
CO-APPLICANT		Identification		Soc. Ins. No.	
Identification		Identification		Birth Date	
Occupation		Name of Employer		Yrs. Mths.	
CUSTOMER AUTHORIZATION					
I agree to the terms and conditions as shown on the reverse for the following products				Customer Signature	
Initials Initials Initials Initials				Customer Signature	
<input type="checkbox"/> Account Agreement				<input type="checkbox"/> Joint Agreement	

Exercise 10 More Information on New Bank Accounts

Read and discuss.

An Individual Account is used by one person.

If you are opening an individual account, you only fill in the APPLICANT part of the application.

A Joint Account is used by more than one person.

If you are opening a joint account, you fill in the APPLICANT and CO-APPLICANT part of the application.

Signature Cards


Most banks ask you to sign a signature card when you open a new bank account. Banks use signature cards to check your signature when you cash a cheque.

This is a signature card.

TRANSIT NO 758	SIGNATURE CODE DIS	ACCOUNT NO. 11782
NAME LEE THOMAS SHU		ACCOUNT TYPE <input checked="" type="checkbox"/> DIS <input checked="" type="checkbox"/> TCA
NAME LEE LINDA NG		<input type="checkbox"/> TSA <input type="checkbox"/> CSA
		<input type="checkbox"/> CDI <input type="checkbox"/> CA
Specimen Signature (s)		
<div style="border: 1px solid black; padding: 10px;"> <p>x Thomas S. Lee</p> <p>x Linda N. Lee</p> </div>		
		May 12 1987

Exercise 11 Tell-a-Story Using a New Account Application

Read the application and answer the questions.

 Bank of Montreal		New Account Application		Date <u>March 15</u> , 19 <u>86</u>	
PERSONAL SUMMARY					
APPLICANT Title <u>PRIME MINISTER</u> Surname <u>MULRONEY</u>		Given Name and Initials <u>BRIAN M.</u>		Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>	
CO-APPLICANT Title <u>MRS</u> Surname <u>MULRONEY</u>		Given Name and Initials <u>MILA P</u>		Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/>	
c/o or Attention		Home Tel. No. <u>643-2447</u>		Bus. Tel. No. <u>221-2461</u>	
Street No. <u>#1</u>		Street Name <u>LANGEVIN BLOCK</u>		Apt. No.	
City <u>OTTAWA</u>		Postal Code <u>K1A 0A2</u>		Country <u>CANADA</u>	
Previous address (if less than 3 years) at present address		Province <u>ONTARIO</u>		How Long There? <u>3</u> Yrs Country of Residence <u>CANADA</u>	
Identification <u>ONTARIO DRIVER'S LICENCE # 0967721</u>		Soc. Ins. No. <u>7 23 4 12 6 0 2</u>		Birth Date <u>2 0 0 3 3 9</u> No. of Dep. <u>4</u>	
Identification <u>CANADIAN PASSPORT # JB 518619</u>		Soc. Ins. No.		Birth Date	
Occupation <u>PRIME MINISTER OF CANADA</u>		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Other <input type="checkbox"/>		Name of Employer	
CO-APPLICANT Identification <u>ONTARIO DRIVER'S LICENCE # 0762 111</u>		Soc. Ins. No.		Birth Date	
Identification <u>VISA # 3513 340 637 379</u>		Soc. Ins. No.		Birth Date	
Occupation <u>MOTHER / HOUSE WIFE</u>		Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Other <input checked="" type="checkbox"/>		Name of Employer	
CUSTOMER AUTHORIZATION					
I agree to the terms and conditions as shown on the reverse for the following products					
SRP <input checked="" type="checkbox"/> Account Agreement <u>BM MM</u>					
MBB Acknowledge receipt of Insurance Manual / MBB Card <input checked="" type="checkbox"/> Joint Agreement <u>BM MM</u>					
Customer Signature: <u>Brian Mulroney</u>					
Customer Signature: <u>Mila Mulroney</u>					
Opened By: <u>T.H. Smith</u>					
Authorized By: <u>E. Nelson</u>					

Write 3 sentences about the applicant.

1. _____
2. _____
3. _____

Write 3 sentences about the co-applicant.

1. _____
2. _____
3. _____

Exercise 12 A Crossword Puzzle: Opening a New Bank Account

Fill in the blanks and write the words on the puzzle.

Across

Down

1. last name
s _ _ _ _ _
2. job
o _ _ _ _ _
3. when you were born
b _ _ _ _ _
4. first name
g _ _ _ _ _
5. over 65 years old and
not working
r _ _ _ _ _
6. Soc.Ins.No.
S _ _ _ _ _
I _ _ _ _ _
N _ _ _ _ _
7. not married
s _ _ _ _ _
8. boss
e _ _ _ _ _
9. Mr./Mrs./Miss/Ms.
t _ _ _ _ _
10. V6R 2N9
p _ _ _ _ _ c _ _ _ _
11. no job
u _ _ _ _ _
12. person applying for
new account
a _ _ _ _ _
- | | | | | | | |
|----|--|----|--|--|--|--|
| 5. | | 9. | | | | |
|----|--|----|--|--|--|--|

Use these words:

applicant	social insurance number	single	surname
retired	unemployed	employer	given name
birth date	occupation	postal code	title

English As A Second Language

Community Survival Skills

SAVINGS ACCOUNTS



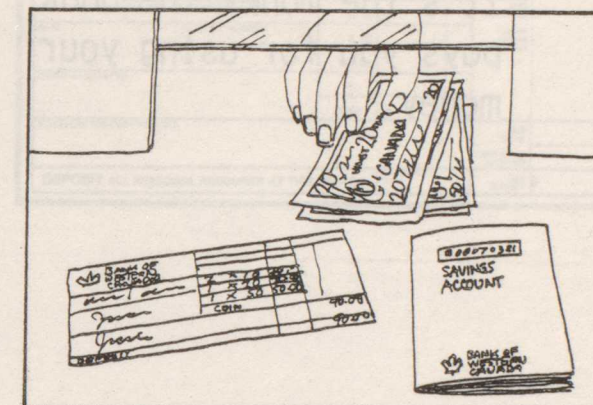
Exercise 13

Words for Savings Accounts

Practise these questions and answers.

1. What's a savings account?

It's a bank account for saving money.



2. What's a deposit?

It's the money you put into your bank account.



3. What's a withdrawal?

It's the money you take out of your bank account.



Words for Savings Accounts

4. What's interest?

It's the money the bank pays you for using your money.



5. What's the balance?

It's the money left in your bank account..

DATE	PARTICULARS	WITHDRAWAL	DEPOSIT	BALANCE
JAN 10	DEP		*****200.00	*****594.75
JAN 12	WD	*****30.00		*****564.75
JAN 17	DEP		*****150.00	*****714.75
JAN 20	IBB	****100.00		*****614.75
JAN 21	WD	****35.00		*****579.75
JAN 24	DEP		*****345.00	*****924.75
JAN 26	DEP		*****100.00	*****1024.75
JAN 28	CHQ	****300.00		*****724.75
JAN 31	DEP		*****200.00	
	INT		*****1.95	

6. What's a service charge?

It's the money you pay the bank for using your account.

OCT15	LOAN PAYMENT		175.00
OCT17	LOAN INTEREST		28.03
OCT20	INSTANT TELLER WITHDRAWAL		
	SHERBROOKE & VICTORIA	00221	60.00
OCT21	CHEQUE 125		100.00
	CHEQUE 126		37.00
	CHEQUE 127		49.00
OCT24	DEPOSIT		
OCT26	INSTANT TELLER WITHDRAWAL		
	JEAN TALON & PIE IX		200.00
	CHEQUE 128		25.00
	CHEQUE 129		49.00
OCT31	SERVICE CHARGES		1.89
	VOUCHERS 7	FINAL TOTAL	1129.67

Words for Savings Accounts

7. What's a deposit slip?

It's a bank form. You use a deposit slip to put money into your account.

		X 1	TOTAL CASH
CANADIAN IMPERIAL BANK OF COMMERCE		X 2	CHEQUES AND COUPONS
DATE	ACCOUNT NUMBER	X 5	LINE ON REVERSE IF NECESSARY
		X 10	
		X 20	
		X	
		COIN	
SIGNATURE FOR CASH RECEIVED			SUB TOTAL
			LESS CASH RECEIVED
DEPOSIT ALL PERSONAL ACCOUNTS AT THIS BRANCH		DEPOSITOR'S INITIALS	DEPOSIT

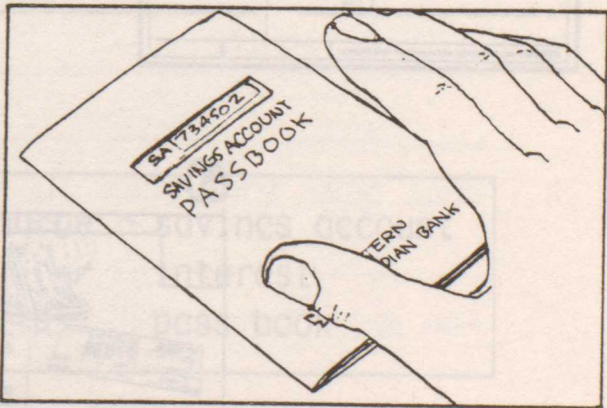
8. What's a withdrawal slip?

It's a bank form. You use a withdrawal slip to take money out of your account.

NOT FOR USE OUTSIDE THIS OFFICE		DATE
CANADIAN IMPERIAL BANK OF COMMERCE		ACCOUNT NUMBER
BRANCH		
RECEIVED FROM CANADIAN IMPERIAL BANK OF COMMERCE \$		
DOLLARS		
WITHDRAWAL ALL SAVINGS ACCOUNTS		
SIGNATURE (PLEASE SIGN IN FRONT OF TELLER)		
THIS FORM MAY BE USED TO TRANSFER FUNDS WITHIN THE BRANCH TO ANY OTHER ACCOUNT		

9. What's a pass book?

It's a small book that provides a record of all the deposits, withdrawals, service charges and interest payments made to your account.



Exercise 14 Words for Savings Accounts

Match the pictures and the words.

- withdrawal slip
- deposit slip

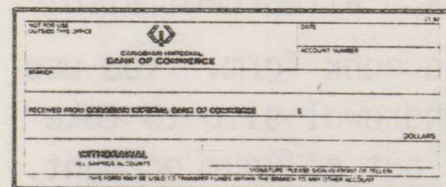
- deposit
- withdraw

- savings account
- passbook

①



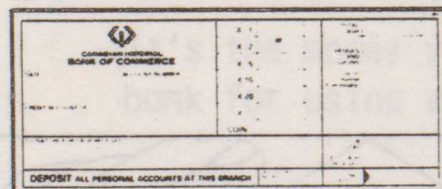
②



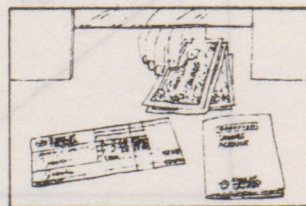
③



④



⑤



⑥



Exercise 15 Words for Savings Accounts

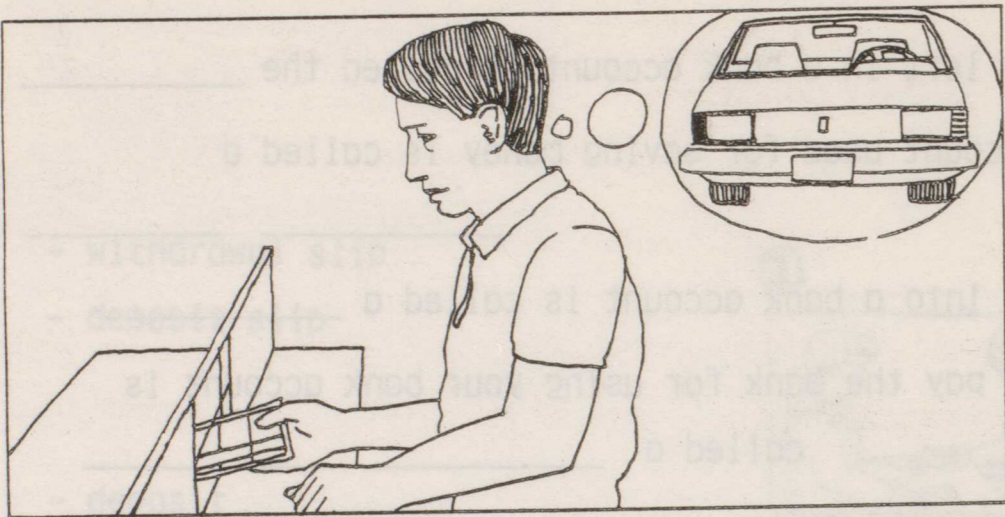
Read and fill in the blanks.

1. The money left in a bank account is called the _____
2. A bank account used for saving money is called a _____
3. Money put into a bank account is called a _____
4. Money you pay the bank for using your bank account is called a _____
5. Money taken out of a bank account is called _____
6. The money paid by the bank for using your money is called _____
7. A book that provides a record of all deposits, withdrawals interest payments and service charges is called a _____
8. The bank form, you use to put money into a bank account is called a _____
9. The bank form, you use to take money out of a bank account is called _____

deposit	service charge	savings account
withdrawal slip	withdrawal	interest
balance	deposit slip	pass book

Exercise 16 Depositing Money in a Savings Account

Read and answer the questions.




Jim Delphes has a savings account. He's saving to buy a new car. He has a good job. He works as a mechanic at a garage. Jim saves part of his pay cheque each month. On pay day, Jim goes to the bank to deposit part of his pay cheque. He uses a deposit slip to put money into his savings account. Today Jim deposited \$71.00 in cash and \$350.00 from his pay cheque. He withdrew \$40.00 cash for the weekend.

- 1. What kind of bank account does Jim have?
- 2. What is Jim saving for?
- 3. What is Jim's job?
- 4. What bank form does Jim use to deposit money into his account?
- 5. How much money did Jim deposit?

Exercise 17 The Deposit Slip

This is the bank form used for depositing money into a bank account.

Read and answer the questions.


 CANADIAN IMPERIAL BANK OF COMMERCE		4 x 1	4 00	TOTAL CASH	71 00
		6 x 2	12 00	CHEQUES AND COUPONS (List on reverse if necessary)	350 00
		3 x 5	15 00		
		2 x 10	20 00		
DATE December 13, 1986	ACCOUNT NUMBER 01-23456	1 x 20	20 00		
CREDIT ACCOUNT OF Jim Delphes		X			
SIGNATURE FOR CASH RECEIVED Jim Delphes		COIN		SUB TOTAL	421 00
DEPOSIT ALL PERSONAL ACCOUNTS AT THIS BRANCH				LESS CASH RECEIVED	40 00
				NET DEPOSIT	381 00

- 1. What is Jim's account number?
- 2. List the cash Jim deposited.
- 3. How much cash did Jim take out for the weekend?
- 4. How much was Jim's net deposit?
- 5. What date is on Jim's deposit slip?


Exercise 18 Filling in a Deposit Slip

Fill in the deposit slips.

Date - January 10, 1987
Account Number - 01-876111
Depositor's name - Peter Oliveri
List of cash - 2x1 = \$2.00, 4x5 = \$20.00, 1x20 = \$20.00
List of cheques - paycheque = \$200.00, cheque = \$40.00
Cash received - \$20.00

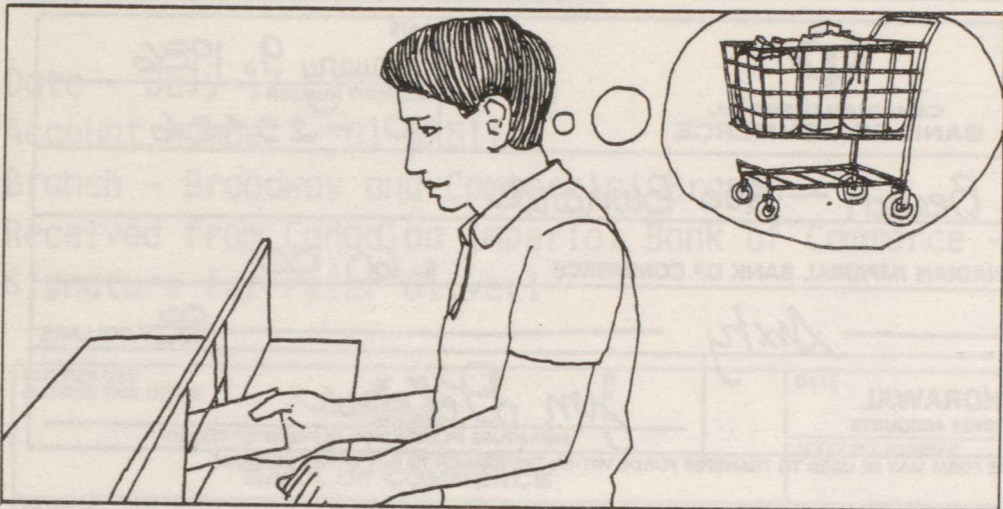
 CANADIAN IMPERIAL BANK OF COMMERCE		X 1			TOTAL CASH	
		X 2			CHEQUES AND COUPONS (List on reverse if necessary)	
		X 5				
		X 10				
		X 20				
DATE	ACCOUNT NUMBER	X				
CREDIT ACCOUNT OF		COIN				
SIGNATURE FOR CASH RECEIVED					SUB TOTAL	
					LESS CASH RECEIVED	
DEPOSIT ALL PERSONAL ACCOUNTS AT THIS BRANCH					DEPOSITOR'S INITIAL	NET DEPOSIT

Date - March 1, 1987
Account Number - 01-932222
Depositor's name - Sonya Prasad
List of cash - 6x2 = \$12, 5x5 = \$25, 2x10 = \$20, 1x50 = \$50
List of cheques - paycheque = \$175.00, Family Allowance Cheque = \$93.00
Cash received - \$50.00

 CANADIAN IMPERIAL BANK OF COMMERCE		X 1			TOTAL CASH	
		X 2			CHEQUES AND COUPONS (List on reverse if necessary)	
		X 5				
		X 10				
		X 20				
DATE	ACCOUNT NUMBER	X				
CREDIT ACCOUNT OF		COIN				
SIGNATURE FOR CASH RECEIVED					SUB TOTAL	
					LESS CASH RECEIVED	
DEPOSIT ALL PERSONAL ACCOUNTS AT THIS BRANCH					DEPOSITOR'S INITIAL	NET DEPOSIT

Exercise 19 Withdrawing Money from a Savings Account

Read and fill in the blanks.




Jim usually buys groceries once a week. He shops on Thursday night after dinner. He goes to the bank Thursday afternoon and withdraws sixty dollars from his savings account. He uses a withdrawal slip to take out the sixty dollars. He likes to pay cash for groceries. Jim doesn't like to pay by cheque.

- 1. Jim usually _____ groceries once a _____.
- 2. He shops on _____ night.
- 3. He goes to the _____ Thursday afternoon and _____ sixty dollars.
- 4. He uses a _____ to take out the sixty dollars.
- 5. He likes to pay _____ for groceries.
- 6. Jim doesn't like to _____ by _____.

groceries	bank	week	cash
withdraws	withdrawal slip	Thursday	cheque
pay			

Exercise 20 Filling in a Withdrawal Slip

Read and answer the questions.

NOT FOR USE OUTSIDE THIS OFFICE		21-82	
 CANADIAN IMPERIAL BANK OF COMMERCE		DATE <u>January 9, 1986</u>	
		ACCOUNT NUMBER <u>01-23456</u>	
BRANCH <u>Main Branch - 400 Burrard</u>			
RECEIVED FROM CANADIAN IMPERIAL BANK OF COMMERCE		\$ <u>60.00</u>	
<u>Sixty</u> <u>00</u> / <u>xx</u> DOLLARS			
WITHDRAWAL ALL SAVINGS ACCOUNTS		<u>Jim Delphes</u> SIGNATURE (PLEASE SIGN IN FRONT OF TELLER)	
THIS FORM MAY BE USED TO TRANSFER FUNDS WITHIN THE BRANCH TO ANY OTHER ACCOUNT			

- What is the date and account number on Jim's withdrawal slip?
- What is the address of Jim's bank?
- How much money did Jim withdraw from his account?
- Fill in the blanks.

\$ 65.50	Dollars
\$ 43.00	Dollars
\$101.00	Dollars
\$ 67.35	Dollars
\$ 50.75	Dollars
\$135.00	Dollars

Exercise 21 Filling in a Withdrawal Slip

Fill in these withdrawal slips.


Date - July 17, 1987

Account number - 01-876111

Branch - Broadway and Commercial Branch

Received from Canadian Imperial Bank of Commerce - \$81.00

Signature for Peter Oliveri

NOT FOR USE OUTSIDE THIS OFFICE		21-82	
 CANADIAN IMPERIAL BANK OF COMMERCE		DATE	
		ACCOUNT NUMBER	
BRANCH			
RECEIVED FROM CANADIAN IMPERIAL BANK OF COMMERCE		\$	
		DOLLARS	
WITHDRAWAL ALL SAVINGS ACCOUNTS		SIGNATURE (PLEASE SIGN IN FRONT OF TELLER)	
THIS FORM MAY BE USED TO TRANSFER FUNDS WITHIN THE BRANCH TO ANY OTHER ACCOUNT			


Date - March 2, 1987

Account number - 01-932222

Branch - Hastings and Granville Street Branch

Received from Canadian Imperial Bank of Commerce - \$110.50

Signature for Sonya Prasad

NOT FOR USE OUTSIDE THIS OFFICE		21-82	
 CANADIAN IMPERIAL BANK OF COMMERCE		DATE	
		ACCOUNT NUMBER	
BRANCH			
RECEIVED FROM CANADIAN IMPERIAL BANK OF COMMERCE		\$	
		DOLLARS	
WITHDRAWAL ALL SAVINGS ACCOUNTS		SIGNATURE (PLEASE SIGN IN FRONT OF TELLER)	
THIS FORM MAY BE USED TO TRANSFER FUNDS WITHIN THE BRANCH TO ANY OTHER ACCOUNT			

Exercise 22

The Passbook

This is a page from Jim's passbook.
Read and discuss.

DATE	PARTICULARS	WITHDRAWAL	DEPOSIT	BALANCE
JAN 10	DEP		*****200.00	*****594.75
JAN 12	WD	*****30.00		*****564.75
JAN 17	DEP		*****150.00	*****714.75
JAN 20	IBB	****100.00		*****614.75
JAN 21	WD	****35.00		*****579.75
JAN 24	DEP		*****345.00	*****924.75
JAN 26	DEP		*****100.00	****1024.75
JAN 28	CHQ	****300.00		*****724.75
JAN 31	DEP		*****200.00	
	INT		*****1.95	
	SC	*****.54		*****926.16
FEB 4	CHQ	****195.50		*****730.66
FEB 7	DEP		*****150.00	*****880.66
FEB 9	DEP		*****500.00	****1380.66
FEB 11	CHQ	*****50.00		****1330.66
FEB 14	WD	***1000.00		*****330.66

The bank uses DEP for deposit
WD for withdrawal
CHQ for cheque
INT for interest
SC for service charge

These banking words are explained on pages 21, 22 and 23.

Exercise 23

Using a Passbook

Read the story and fill in the blanks.

Jim is saving for a new car. His passbook provides a record of all his deposits, withdrawals, interest payments and service charges. The teller keeps Jim's passbook up to date.

1. A passbook provides a record of all _____, _____, _____ payments and _____ charges.
The _____ keeps the passbook up to date.

deposits	withdrawals	teller
interest	service	

2. Look at Jim's passbook on page 32.
- Jim _____ \$ _____ on January 10.
Jim _____ \$ _____ on January 12.
Jim _____ \$ _____ on January 31.
Jim _____ \$ _____ on January 21.
Jim _____ \$ _____ on February 9.
Jim _____ \$ _____ on January 24.
Jim's interest payment on January 31 was _____.
Jim's balance on February 11 was _____.
Jim withdrew _____ on February 14 for his new car.

Exercise 24 A Reading Exercise on Savings Accounts

Discuss.

Do you have a savings account?

What rate of interest does your savings account pay?

What are you saving for?

Read and discuss.

Savings accounts are for people who want to save money.

The Regular Savings Account.

- *A regular savings account pays a high rate of interest.
- *Cheques cannot be cashed on a regular savings account.
- *Cash withdrawals are made at the bank. A withdrawal slip is used.
- *A passbook provides a record of all deposits, withdrawals, interest payments and service charges.
- *Interest is paid on April 30 and October 31 each year.

The Daily Interest Savings Account.

- *A daily interest savings account pays a lower rate of interest.
- *Cheques cannot be cashed on a daily interest savings account.
- *Cash withdrawals are made at the bank. A withdrawal slip is used.
- *A passbook provides a record of all deposits, withdrawals, interest payments and service charges.
- *Interest is calculated on the final daily balance in the account each day.
- *Interest is paid on the last day of each month.

Read the Sentences and Fill in the Blanks

1. The two kinds of savings accounts are _____ savings account and _____ savings account.
2. A _____ is used to take cash out of a savings account.
3. A _____ is used to record all deposits, withdrawals, interest and service charges in savings accounts.
4. Interest is paid on _____ 30 and _____ 31 in a regular savings account.
5. Interest is paid at the last day of each _____ in a daily interest savings account.

Regular	Withdrawal Slip	Daily Interest	October
April	month	passbook	

English As A Second Language

Community Survival Skills

CHEQUING ACCOUNTS



Exercise 25 Words for Chequing Accounts

Read and practise these questions and answers.

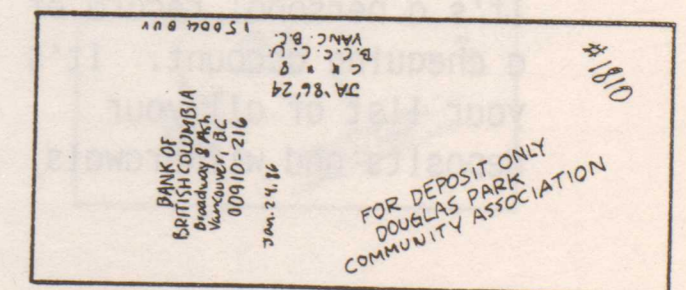
1. What's a chequing account?
It's a bank account for people who want to pay bills and shop by cheque.



2. What's a bank statement?
It's a list of all the deposits and cheques written on a chequing account. The bank mails it to you every month.

JOHN J. ARMSTRONG					COMMERCE COMBINATION ACCOUNT	
1887 MCLEAN DRIVE 254-7155					NOVEMBER 1, 1982	
VANCOUVER, B.C. V6L 2N7						
DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE		
OCT 30	BALANCE FORWARD			905.87		
OCT 01	INSTANT TELLER WITHDRAWAL					
	CHEQUE 121	100.00				
	CHEQUE 124	190.75				
OCT 07	PAYROLL DEPOSIT		1000.00			
OCT 15	LOAN PAYMENT	175.00				
OCT 17	LOAN INTEREST	25.04				
OCT 20	INSTANT TELLER WITHDRAWAL					
	CHEQUE 122	100.00				
OCT 21	CHEQUE 123	100.00				
	CHEQUE 127	40.00				
OCT 24	SEPARATE		1000.00			
OCT 28	INSTANT TELLER WITHDRAWAL					
	JEAN TALON & PLE 1X	200.00				
	CHEQUE 124	49.00				
OCT 31	INTEREST					
	SERVICE CHARGES					
	ADDITIONAL					
	TOTAL TOTAL	1140.79	2000.00	1550.01		

3. What's a cancelled cheque?
It's a cheque that has been cashed by the bank.



Words for Chequing Accounts

4. What's a personal cheque?
It's a cheque that has your name, address and phone number printed on it.

JOHN J. ARMSTRONG
1375 W GLEANE DRIVE
VANCOUVER, B.C.
PHONE 254-7155

NO 111

Feb. 2 1986

Bills Market

\$ 45.75

Twenty five

75
100 /100 DOLLARS

THE TORONTO-DOMINION BANK
699 GRANVILLE & PENDER STS.
VANCOUVER, B.C. V6C 1Y3

John J. Armstrong

⑈ 6 6 6 ⑈ ⑆ 9 5 6 2 0 ⑈ 0 0 4 ⑆ 0 9 6 0 ⑈ 0 2 3 0 5 7 5 ⑆

5. What's an endorsed cheque?
It's a cheque that has been signed on the back. You endorse a cheque to cash a cheque.

John J. Armstrong

6. What's a record book?
It's a personal record of a chequing account. It's your list of all your deposits and withdrawals.

DATE	CHECK NO		CHECKS ISSUED TO OR DESCRIPTION OF DEPOSIT	CHECK AMOUNT	DEPOSIT AMOUNT	BALANCE - FORWARD	
						DEPOSIT	BALANCE - FORWARD
1/22	106	TO	Pharmasave			DEPOSIT	750.39
		FOR	Cough Medicine, Meibach etc.	\$15	10	BALANCE	= 735.19
1/15	109	TO	The Modern Clothiers			DEPOSIT	= 720.19
		FOR	blue jeans	\$22	70	BALANCE	= 698.19
1/21	110	TO	Shoppers Choice			DEPOSIT	= 676.19
		FOR	Running shoes	\$29	16	BALANCE	= 647.19
2/2	111	TO	Bill's Market			DEPOSIT	= 628.19
		FOR	groceries	\$45	75	BALANCE	= 583.19
2/10		TO	Be persil			DEPOSIT	= 568.19
		FOR	pay cheque		\$500.00	BALANCE	= 68.19

Exercise 26 Words for Chequing Accounts

Match the words and the pictures.

- ___ a chequing account
- ___ a bank statement
- ___ a cancelled cheque
- ___ an endorsed cheque
- ___ a record book
- ___ a personal cheque

[illegible]

②

John J. Armstrong

DATE	DESCRIPTION	AMOUNT	BALANCE
10/15	BALANCE FORWARD		1.00
10/20	INSTANT TELLER WITHDRAWAL CITE, CATHERINE & STANLEY	200.00	1.00
	CHEQUE 124	60.00	1.00
	CHEQUE 125	15.00	1.00
	CHEQUE 126	100.00	1.00
10/27	ROYAL BANK DEPOSIT		1.00
10/27	LOAN PAYMENT	175.00	1.00
10/27	LOAN INTEREST	28.00	1.00
10/27	INSTANT TELLER WITHDRAWAL JULIO, JOHNSON & VICTORIA	200.00	1.00
10/27	CHEQUE 127	100.00	1.00
10/27	CHEQUE 128	10.00	1.00
10/27	ATM	10.00	1.00
10/27	DEPOSIT	10.00	1.00
10/27	INSTANT TELLER WITHDRAWAL JERRY TAYLOR & PEG 12	200.00	1.00
	CHEQUE 129	40.00	1.00
10/27	INTEREST	1.00	1.00
	MONTHLY PAYMENT	1.00	1.00
	TOTAL TOTAL	1.00	1.00

4

JOHN J. ARMSTRONG
1376 BELLEVUE DRIVE
VANCOUVER, B.C.
PHONE: 256-7158

Feb. 2 1966

Bill's Market

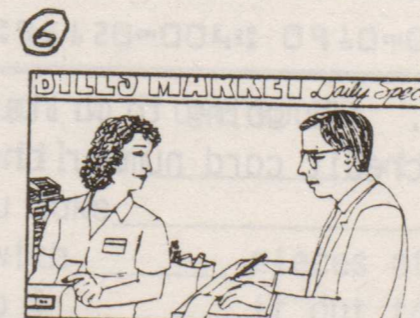
145.75

100 10 DOLLARS

John J. Armstrong

THE TORONTO-DOMINION BANK
404 LAMBTON ST., TORONTO 57E
ONTARIO, CAN. M5T 1S7

8111-195820-0044 0910-023075C



(5)

BANK OF
COLLINGSWOOD
Branching & Bk.
Wilmington, NC
08410-7-216

92.78. VC

FOR DEPOSIT ONLY
DOUGLAS PARK
COMMUNITY ASSOCIATION

Exercise 27

Writing a Cheque

Read and practise the conversation.



John Armstrong is buying groceries. He wants to pay by cheque.

John: How much do I owe you?

Cashier: That will be \$45.75.

John: Do you take personal cheques?

Cashier: Yes with two pieces of identification.

John: I have my driver's licence and a credit card.

Cashier: That's fine.

John: Who do I make it out to?

Cashier: Bill's Market.

John: Here's my cheque and two pieces of I.D.

Cashier: Is this your present address and phone number?

John: Yes, it is.

Cashier: I'll just be a minute. I'm going to write your driver's licence and credit card number on the back of your cheque.

John: Thanks.

Cashier: You're welcome. Have a nice day.

Exercise 28

Writing a Cheque

Read and fill in the blanks and practise with a friend.

NAME <u>John J. Armstrong</u>	Nº <u>104</u>
ADDRESS <u>1375 Maclean Drive</u>	
CITY/TOWN <u>Vancouver, B.C.</u>	
Telephone <u>254-7155</u>	
PAY TO THE ORDER OF <u>Shepherd's Finest Shoes</u>	<u>Jan. 21 19 86</u> \$ <u>29.16</u>
<u>Twenty nine</u>	<u>16</u> DOLLARS
THE TORONTO-DOMINION BANK	
499 GRANVILLE & PENDER STS.	
VANCOUVER, B.C. V6C 1V3	
FOR <u>John J. Armstrong</u>	
⑈ 104 ⑈ ⑆ 95120 ⑈ 004 ⑆ 0910 ⑈ 0230676 ⑈	

A. How much do I owe you?

B. That will be _____ with tax.

A. Do you take personal cheques?

B. Yes with _____ pieces of _____.

A. Who do I _____ it out to?

B. _____.

A. Thanks.

NAME <u>John Armstrong</u>	Nº <u>103</u>
ADDRESS <u>1375 Maclean Drive</u>	
CITY/TOWN <u>Vancouver, B.C.</u>	
Telephone <u>254-7155</u>	
PAY TO THE ORDER OF <u>The Hatch Clothing Store</u>	_____ 19 _____ \$ <u>22.70</u>
<u>Twenty two</u>	<u>70</u> DOLLARS
THE TORONTO-DOMINION BANK	
499 GRANVILLE & PENDER STS.	
VANCOUVER, B.C. V6C 1V3	
FOR <u>John J. Armstrong</u>	
⑈ 103 ⑈ ⑆ 95120 ⑈ 004 ⑆ 0910 ⑈ 0230676 ⑈	

A. How much do I owe you?

B. That will be _____ with tax.

A. Do you take _____ cheques?

B. Yes, with _____ pieces of _____.

A. Who do I _____ it out to?

B. _____.

A. Thanks.

Exercise 29

Writing a Cheque

Read John's cheque.

JOHN J. ARMSTRONG
1375 MCLEAN DRIVE
VANCOUVER, B.C.
PHONE 254-7155

No 111

Feb. 2 1986

PAY TO THE ORDER OF Bill's Market \$ 45.75

Forty five 75/100 /100 DOLLARS

THE TORONTO-DOMINION BANK
499 GRANVILLE & PENDER STS.
VANCOUVER, B.C. V6C 1V3

John J. Armstrong

⑈ 111 ⑈ ⑆ 95120 ⑈ 0041 ⑆ 0910 ⑈ 0230676 ⑈

Write these cheques using your name, address and city.
For \$37.99. Pay to University Hardware.

NAME _____ No 104

ADDRESS _____

CITY/TOWN _____

_____ 19 _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

THE TORONTO-DOMINION BANK
499 GRANVILLE & PENDER STS.
VANCOUVER, B.C. V6C 1V3

⑈ 104 ⑈ ⑆ 95120 ⑈ 0041 ⑆ 0910 ⑈ 0230676 ⑈

For \$129.39. Pay to First City Tire Co.

NAME _____ No 103

ADDRESS _____

CITY/TOWN _____

_____ 19 _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

THE TORONTO-DOMINION BANK
499 GRANVILLE & PENDER STS.
VANCOUVER, B.C. V6C 1V3

⑈ 103 ⑈ ⑆ 95120 ⑈ 0041 ⑆ 0910 ⑈ 0230676 ⑈

Exercise 30

Using a Record Book

Read the story and fill in the blanks.

John Armstrong paid by cheque at Bill's Market. He wrote the amount \$45.75 in his record book. He keeps a record of all his cheques and deposits. So he always knows what the balance is in his chequing account.

John Armstrong paid by _____ at Bill's market. He keeps a record of all his _____ and _____ in his _____ book.

cheques deposits cheque record

This is a page from John's record book.

DATE	CHEQUE NO.	CHEQUES ISSUED TO OR DESCRIPTION OF DEPOSIT	CHEQUE AMOUNT	DEPOSIT AMOUNT	deduct cheque add deposit	BALANCE FORWARD
1/12	108	TO PharmaSave FOR Cough medicine Kleenex etc	\$ 15 10		CHEQUE - DEPOSIT +	750.39 - 15.10 735.29
1/13	109	TO The Hutch Clothing FOR blue jeans	\$ 22 70		CHEQUE - DEPOSIT +	735.29 - 22.70 712.59
1/21	110	TO Shepherd's Shoes FOR Running shoes	\$ 29 16		CHEQUE - DEPOSIT +	712.59 - 29.16 683.43
2/2	111	TO Bill's Market FOR groceries	\$ 45 75		CHEQUE - DEPOSIT +	683.43 - 45.75 637.68
2/10		TO Deposit FOR pay cheque		\$ 500.00	CHEQUE - DEPOSIT +	637.68 + 500.00 1137.68

On January 12, John wrote a cheque to _____ for \$ _____
On January 21, John wrote a cheque to _____ for \$ _____
On February 2, John's balance was \$ _____
On February 10, John _____ his pay cheque for \$ _____

Exercise 31

Writing In A Record Book

These are pages from a record book for a chequing account.

Fill in the following information.

June 10, a cheque number 119 to The University Hardware for \$37.99

June 15, a deposit of a pay cheque for \$350.00

On June 15, the balance in this chequing account is \$ _____.

DATE	CHEQUE NO.	CHEQUES ISSUED TO OR DESCRIPTION OF DEPOSIT	CHEQUE AMOUNT	✓	DEPOSIT AMOUNT	deduct cheque add deposit	BALANCE FORWARD
		TO				CHEQUE -	
		FOR				DEPOSIT +	
		TO				BALANCE	
		FOR				CHEQUE -	
						DEPOSIT +	
						BALANCE	

May 15, a cheque number 501 to The First City Tire Co. for new tires for \$129.39

June 21, a deposit of a pay cheque for \$100.39

On June 21, the balance in this chequing account is \$ _____.

DATE	CHEQUE NO.	CHEQUES ISSUED TO OR DESCRIPTION OF DEPOSIT	CHEQUE AMOUNT	✓	DEPOSIT AMOUNT	deduct cheque add deposit	BALANCE FORWARD
		TO				CHEQUE -	
		FOR				DEPOSIT +	
		TO				BALANCE	
		FOR				CHEQUE -	
						DEPOSIT +	
						BALANCE	

Exercise 32

The Bank Statement

This is a bank statement. Most banks mail their customers a bank statement and all their cancelled cheques every month, so customers can check their bank statement with their cancelled checks.

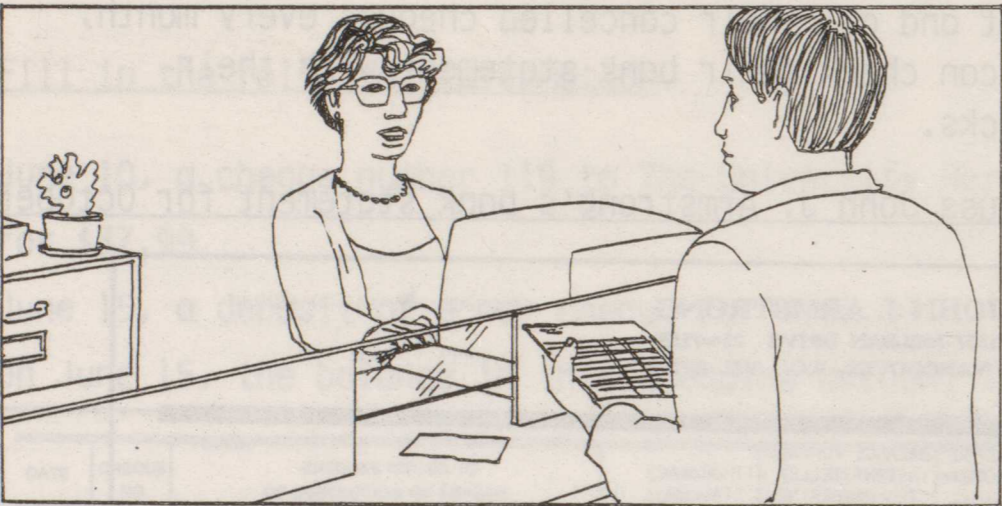
Read and discuss John J. Armstrong's bank statement for October.

JOHN J. ARMSTRONG		COMMERCE COMBINATION ACCOUNT		
1357 MCLEAN DRIVE 254-7155		NOVEMBER 1, 1984		
VANCOUVER, B.C. V5L 3N7				
DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
SEP30	BALANCE FORWARD			565.87
OCT01	INSTANT TELLER WITHDRAWAL			
	STE. CATHERINE & STANLEY 00011	50.00		
	CHEQUE 123	135.00		
	CHEQUE 124	190.75		180.12
OCT07	PAYROLL DEPOSIT		1000.00	1180.12
OCT15	LOAN PAYMENT	175.00		1005.12
OCT17	LOAN INTEREST	28.00		977.09
OCT20	INSTANT TELLER WITHDRAWAL			
	CHEMBROOK & VICTORIA 00221	60.00		917.09
OCT21	CHEQUE 125	100.00		
	CHEQUE 126	57.00		
	CHEQUE 127	48.00		712.09
OCT24	DEPOSIT		1100.00	1812.09
OCT26	INSTANT TELLER WITHDRAWAL			
	JEAN TALON & PIE IX	200.00		
	CHEQUE 128	25.00		
	CHEQUE 129	49.00		1538.09
OCT31	INTEREST		1.01	
	SERVICE CHARGES	1.89		1536.21
	VOUCHERS 7 FINAL TOTAL	1123.67	2102.01	1536.51

Please note: debits are withdrawals
credits are deposits

Exercise 33 Checking On A Bank Statement

Read the story and conversation.



Every month, the bank mails John Armstrong a bank statement for his chequing account. His October bank statement is shown on page 45. John noticed that his October 14th pay cheque for \$550.00 was not recorded on his bank statement. John decided to go to the bank.

Teller: May I help you sir?

John: Yes, my October 14th pay cheque for \$550.00 isn't on my bank statement.

Teller: What is your name and account number?

John: My name is John Armstrong and my account number is 12-12345.

Teller: Just a minute and I'll check our records....You're right, there is no record of a deposit made on October 14th. Let me check again...

Mr. Armstrong, what is your son's name?

John: My oldest son is John Armstrong Junior.

Teller: There is a deposit for \$550. on October 14th in his account...I'm very sorry. This is our mistake. We deposited your pay in your son's account. I'll correct the mistake and I'll call your son.

John: I'm glad you found the mistake. I was very worried.

Teller: Thank you for letting us know.

Exercise 34 Checking On Your Bank Statement

Read the conversations and fill in the blanks.

You deposited a cheque for \$98.01 on May 5.
You can't find the deposit listed on your bank statement.

Teller: _____ I _____ you?

You: Yes, my May 5 _____ of \$ _____ isn't listed on my bank _____.

Teller: What is your _____ and account _____?

You: My name is _____ and my account number is 32-17852.

Teller: Just a minute, I'll check our records.

deposit	name	help
May	number	\$98.01

You check your bank statement and find a deposit of \$101.18 made on June 27th was added incorrectly to your balance of \$500.00.

Teller: May _____ help _____?

You: Yes, I deposited \$ _____ on _____ 27th. There is a mistake. My balance is listed as \$601.78. It should be \$500.00.

Teller: What is your _____ and _____ number?

You: My name is _____ and my account number is _____.

Teller: Just a minute. I'll _____ our records.

I	\$101.78	you	17-87622
June	name	account	check

Exercise 35 A Reading Exercise on Chequing Accounts

Discuss.

Do you pay your bills by cash or cheque?

Do you have a chequing account?

What kind of chequing account do you have?

Read and discuss.

Chequing accounts are for people who want to pay bills and shop by cheque not cash.

The Personal Chequing Account.

With a personal chequing account -

- *You can write cheques. You pay a service charge on each cheque written.
- *A bank statement and all cancelled cheques are mailed to you each month.
- *Interest is not paid on a personal chequing account.

A Package Chequing Account.

A package chequing account offers a chequing account with all other bank services. You must have a VISA card to have a package chequing account.

With a package chequing account -

- *You are charged a fixed monthly fee.
- *There is no service charge for money orders, traveller's cheques, and bank drafts.
- *You can write cheques without a service charge.
- *A bank statement and all cancelled cheques are mailed to you each month.
- *Interest is not paid on a package chequing account.

A Package Chequing Account (Continued)

*A bank statement and all cancelled cheques are mailed to you each month.

*Interest is not paid on a package chequing account.

Combination Account.

A combination account is a chequing account that pays interest.

With a combination account -

- *The rate of interest paid is based on the balance in your account.
- *A bank statement and all cancelled cheques are mailed to you each month.
- *There is no service charge for writing cheques if your monthly balance is \$500 or more.

Exercise 36 A Crossword Puzzle: Savings and Chequing Accounts

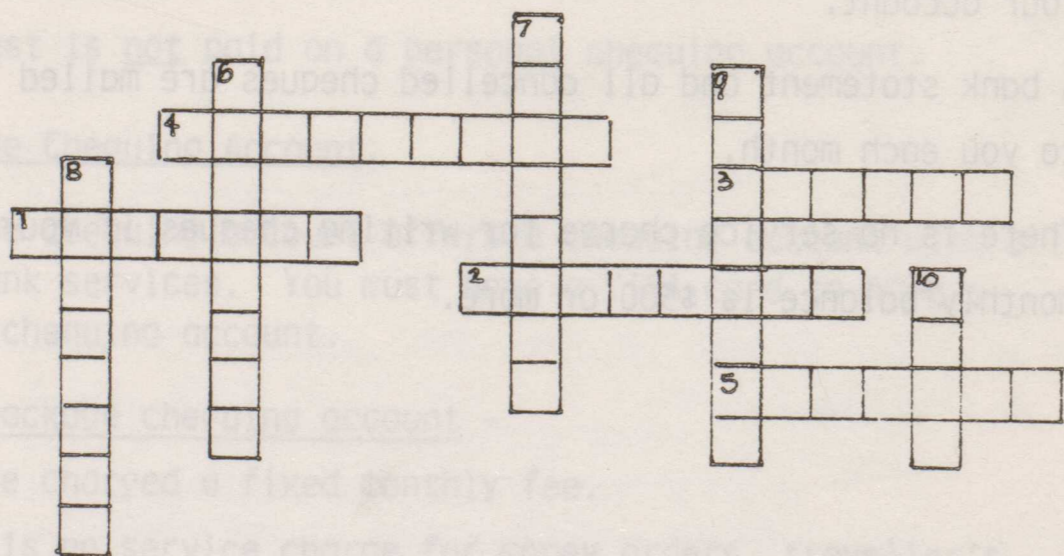
Read, fill in the blanks and write the words on the puzzle.

ACROSS

- 1. to put money into a bank account
- 2. to take money out of a bank account.
- 3. The cashier in a bank is called
- 4. A cheque is a cheque that has been cashed by the bank.
- 5. An account for saving money is called a

DOWN

- 6. A book providing a record of all deposits, withdrawals and interest is called a
- 7. An account for paying bills and shopping by cheque is called a
- 8. A cheque has the customer's name, address and phone number printed on it.
- 9. is the money the bank pays you for using your money.
- 10. A statement is a list of all the deposit and cheques written in a chequing account.



deposit	chequing	savings	teller	personal
passbook	bank	cancelled	withdraw	interest

English As A Second Language
Community Survival Skills

USING A BANK MACHINE



Exercise 37 Paula Uses a Bank Machine

Read the story and fill in the blanks.



Paula Sandhu is a nurse. She often works at night.
Paula likes using a bank machine:

- She can bank anytime - day or night.
- She can deposit money in her chequing and savings account.
- She can withdraw cash from her account.
- She can check her balance.
- She can transfer money from one account to another.
- She can pay her hydro, telephone, gas and credit card.

However, bank machines cannot do everything. A bank machine can't open a new account or give Paula a loan.

Bank machines are open _____ hours a day. You can _____ cash from a bank machine. You can check your _____ with a bank machine. You can pay your _____ and _____ and _____ card bills. Bank machines can't _____ new account or give _____.

24	open	loan	gas	telephone
	balance	hydro	credit	withdraw

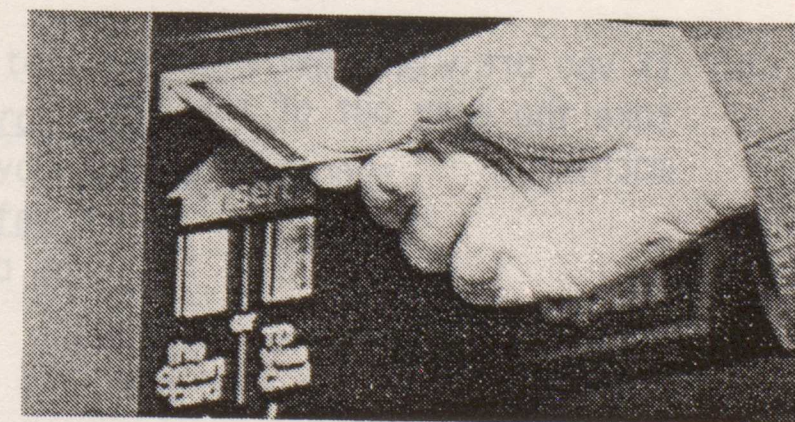
Exercise 38 The Bank Machine and the Bank Card

Read and discuss.

A bank card is used in a bank machine.
This is a bank machine.



This is a bank card.



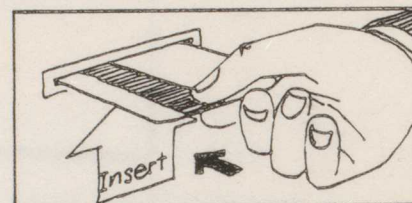
Warning: It is important to memorize the identification number on your bank card. No one can use your card without your identification number.

Exercise 39 Five Steps for Using a Bank Machine

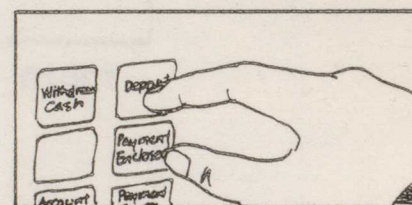
Read and practise.

These are the five steps for using a bank machine*

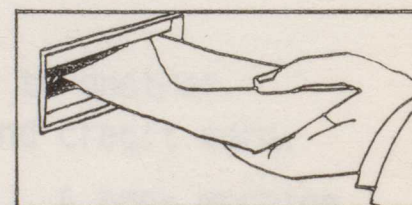
1. Put your bank card in the bank machine and type in your identification number.



2. Choose what you want to do and press the right buttons.



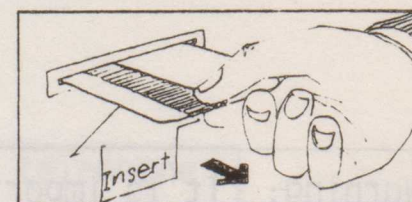
3. If you are paying a bill or making a deposit, put the envelope into the bank machine.



4. If you are withdrawing money, take the cash out of the bank machine.



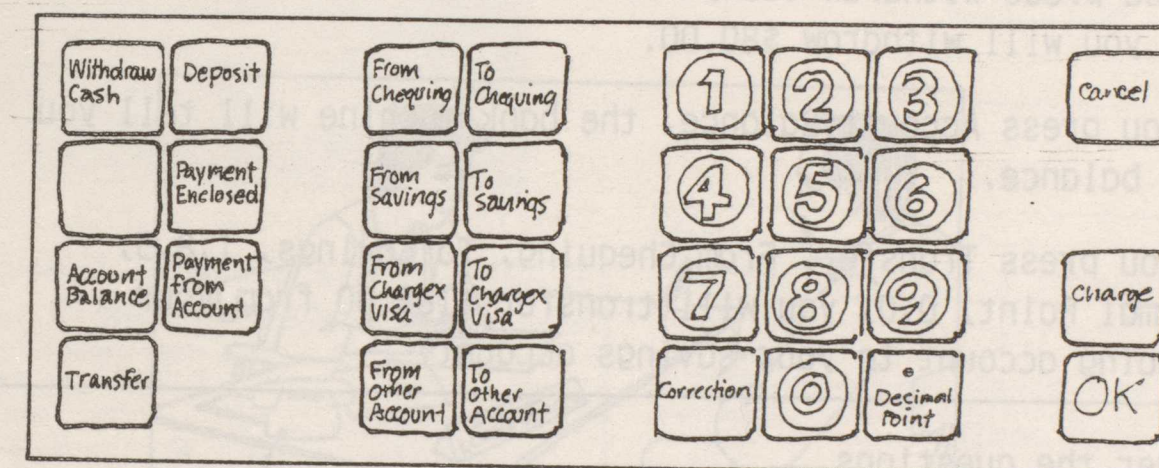
5. Take your card out of the bank machine and remove your bank receipt.



*Adapted from Byte on a Chip
by Pat Redhead, Oxford University Press 1984.

Exercise 40 The Bank Machine

This is the front of a bank machine.



The buttons on the left tell the bank machine to

- * withdraw cash
- * give your account balance
- * transfer money
- * make a deposit

The buttons on the right tell the bank machine how much money you want to withdraw or deposit in your account.

Exercise 41 Using a Bank Machine

Read and refer to the bank machine on page 55.

If you press Deposit, Payment Enclosed, To Savings, 1,4,1, Decimal Point, 1,2, you will deposit \$141.12 in your Savings Account.

If you press Withdraw Cash, From Chequing, 8,0, Decimal Point, 0,0, you will withdraw \$80.00.

If you press Account Balance, the bank machine will tell you your balance.

If you press Transfer, From Chequing, To Savings, 1,8,5, Decimal Point, 0,0, you will transfer \$185.00 from your chequing account to your savings account.

Answer the questions.

1. If you press Transfer, From Savings, To Chequing, 1,1,1, Decimal Point, 5,0, you will _____.
2. If you press Withdraw Cash, From Savings, 4,0, Decimal Point 0,0, you will _____.
3. If you press Deposit, Payment Enclosed, To Chequing, 7,5, Decimal Point, 2,5, you will _____.
4. If you press Deposit, Payment Enclosed, To Savings, 8,0, Decimal Point, 5,0, you will _____.
5. If you press Withdraw Cash, From Savings, 2,0, Decimal Point 0,0, you will _____.
6. If you press Account Balance, the bank machine will _____.

English As A Second Language

Community Survival Skills

APPLYING FOR A LOAN

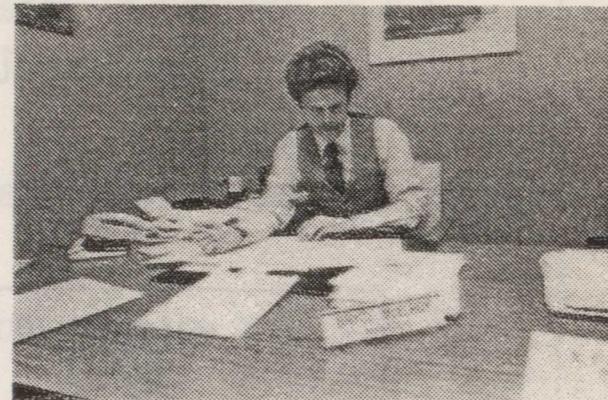


Exercise 42 Words For Applying For A Loan

Practise the questions and answers.

1. What's a loans officer?

The person at the bank
who lends money.



2. What's a monthly payment?

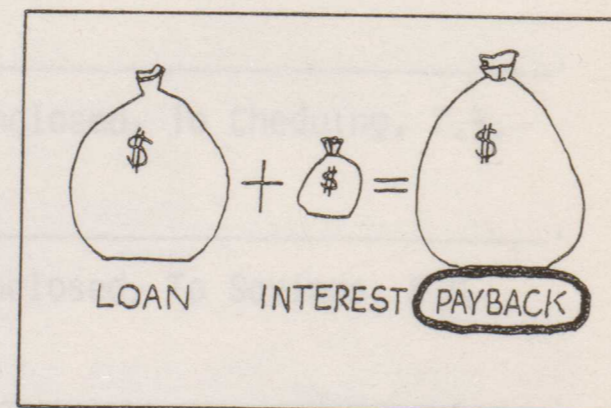
It's the part of the loan
you agree to pay back
each month.

You will pay what you owe according to the method indicated below:

☒ You will pay \$ 96.02 on April 8, 19 86
and then pay in 22 equal monthly instalments of principal and interest
of \$ 96.02 each on the 8 day of each month starting
on April 8, 19 86. The balance you owe plus
interest will be due on April 8, 19 88.

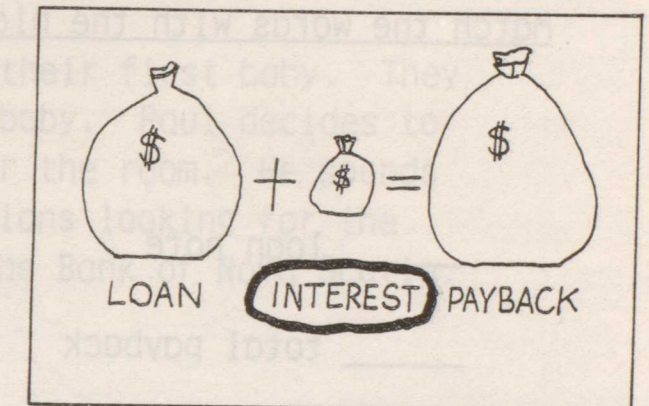
3. What's a total payback?

It's the money you borrowed
plus all the interest
payments.



4. What's the interest on a loan?

It's the money you pay the bank for borrowing money.



5. What's a loan application?

It's the bank form you fill in when you're applying for a loan.

[illegible]

6. What's a loan note?

It's the bank form you sign agreeing to pay your loan back.

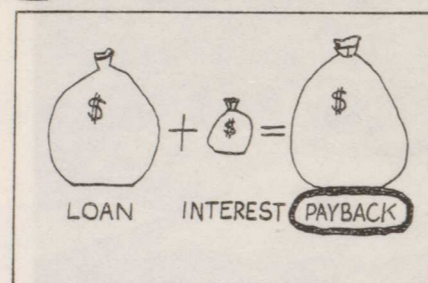
<p>15-0000-0000</p> <h1 style="text-align: center;">Scotiabank</h1> <p style="text-align: center;">THE BANK OF NOVA SCOTIA</p>	<p>Scotia Plan Loan</p>	<p>Provisionary Note</p>
Date <u>March 2</u> 19 <u>96</u>		
<p>BANK OF NOVA SCOTIA 1 2490 MacDonald St Vancouver BC</p>		
<p>Borrower's name and address</p>		
<p>PAUL VANIER, 3411 W-6 AVE, VANCOUVER B C V6Z 1N2</p>		
<p>Co-Borrower's name and address</p>		
<p>In this provisional note, the words "you and your name" mean the borrower and co-borrower if any. We, our and we mean The Bank of Nova Scotia.</p> <p>The principal amount of your loan is composed of:</p>		
<p>(a) amount of money to be paid to you or to be disbursed on your direction</p>		<p>\$ 2000.00</p>
<p>(b) amount you owed us before that is being consolidated with this loan</p>		
<p>(c) charges and fees to be financed</p>		
<p>* obligatory insurance premiums</p> <p>* registration and / or search fees</p> <p>* other (specify):</p>		<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p>In return for lending you money, you promise to pay us at our branch named above, the amount of (the total amount you have borrowed, plus interest calculated on a date base at the rate of _____ % per year</p>		<p>\$ 2000.00</p>
<p>Term of loan <u>24</u> months</p>		<p>Amortization period <u>24</u> months</p>
<p>You will pay what you owe according to the method indicated below:</p>		
<p>So you will pay \$ <u>96.02</u> on <u>April 8</u> 19<u>96</u></p> <p>and then pay \$ <u>96.02</u> each month (payments of principal and interest)</p> <p>or \$ <u>96.02</u> each on the <u>15</u> day of each month (agreed interest only)</p> <p>or you may be set on <u>April 8</u> 19<u>96</u></p>	<p>So you will pay \$ _____</p> <p>on the _____ day of each month (payments of principal and interest)</p> <p>or \$ _____ each on the _____ day of each month (agreed interest only)</p> <p>or you may be set on _____ 19<u>96</u></p>	<p>So you will pay \$ _____</p> <p>on the _____ day of each month (payments of principal and interest)</p> <p>or \$ _____ each on the _____ day of each month (agreed interest only)</p> <p>or you may be set on _____ 19<u>96</u></p>
<p>We will apply payments first to payment of interest and the remainder, if any to the unpaid balance of the total amount you have borrowed. You will also have to pay interest at the rate shown above on amounts which are paid late, until they are paid.</p>		
<p>If you fail to pay any payment when it is due, we can require any one of you to pay at once the unpaid balance of the total amount you have borrowed and all interest owing.</p>		
<p>X <u>Paul Vanier</u></p> <p style="text-align: center;">BORROWER'S SIGNATURE</p>	<p>X _____</p> <p style="text-align: center;">CO-BORROWER'S SIGNATURE</p>	

Exercise 43 Words for Applying For a Loan

Match the words with the pictures.

- _____ loan note
- _____ total payback
- _____ loans officer
- _____ monthly payment
- _____ interest
- _____ loan application

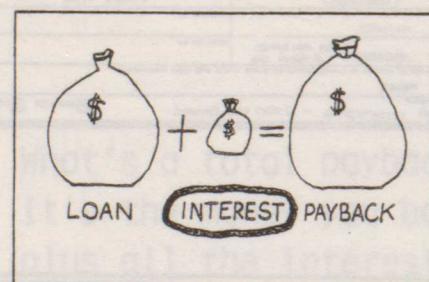
①



②

You will pay what you owe according to the method indicated below:
☒ You will pay \$ 96.02 on April 8, 19 86
 and then pay in 22 equal monthly instalments of principal and interest
 of \$ 96.02 each on the 8 day of each month starting
 on April 8, 19 86. The balance you owe plus
 interest will be due on April 8, 19 86.

③



⑤

④

⑥



Exercise 44 Applying For A Loan

Read the story and conversation.

Maria and Paul Vanen are expecting their first baby. They want to build a small room for the baby. Paul decides to apply for a personal loan to pay for the room. He spends a week visiting banks and credit unions looking for the best loan. He finally decides on the Bank of Nova Scotia.

Loans Officer: May I help you sir?

Paul: Yes I'd like to apply for a loan to build a new room in our house.

Loans Officer: How much do you want to borrow?

Paul: I want to borrow \$2000.

Loans Officer: For how many years.

Paul: What are the monthly payments for a one year and two year loan?

Loans Officer: On an interest rate of 14% your monthly payments on a one year loan of \$2000 will be \$179.57...Your monthly payments on a two year loan will be \$96.02.

Paul: What's the total payback for the one and two year loans?

Loans Officer: For a one year loan of \$2000 the total payback is \$2154.84...For a two year loan, the total payback is \$2304.48.

Paul: I'll borrow \$2000 for two years.

Loans Officer: Alright. Please fill in this loan application. It takes a few days to check your references and credit rating. I'll call you.

Exercise 45 Applying For A Loan

Read and fill in the blanks.
Refer to Paul's conversation on Page 61.



Loans Officer: _____ I _____ you?
Paul: Yes I'd like to _____ for a _____.
Loans Officer: How _____ do you want to _____?
Paul: I want to borrow \$ _____.
Loans Officer: For how many _____?
Paul: What _____ the monthly payments for a one year and two year loan?
Loans Officer: For an interest _____ of 14%, your monthly _____ on a one year loan of \$2000 will be \$179.57...your monthly payments on a two year loan will be \$96.02.
Paul: What's the _____ payback for the one and two year loans?
Loans Officer: For a one year loan of \$2000 at 14%, the total payback is \$2154.84. For the two year loan, the total _____ is \$2304.48.
Paul: I'll borrow \$2000 for two _____.
Loans Officer: Alright. Please, fill in this loan _____. It takes a few days to check your _____ and _____ rating. I'll call you.

May	help	borrow	payments	much	years	total
apply	loan	\$2000	payback	are	rate	years
application		credit	references			

Exercise 45 Paul's Loan Application

100 last name YANEN		given names PAUL		initials of given names P O		age 01 01 60	
purpose of loan HOME IMPROVEMENT		applicant's social insurance no. 7 3 4 2 1 7 8 1 1		mar. status 0		No. of dep. 0	
140 spouse's/co-applicant's last name YANEN		given names MARIA		mar. status 0		No. of dep. 0	
110 applicant's present address (house no./apt. no. and street name) 3411 WEST 6 AVE		how long? 3 yrs		residence code 0 2 3 4 5		monthly rent or mortgage (p.i.t.) \$ 650.00	
111 City/province VANCOUVER BC		home phone 604 736-3111		business phone 604 614-6211		how long? years months	
120 postal code V6Z 2 N2		previous address (if less than 3 years at present) N/A		applicant's present employer POOL CONSTRUCTION		occupation CARPENTER	
previous employer (if less than 3 years at present)		how long? 4 yrs		applicant's gross monthly income \$ 2500.00		dates received 15/30	
previous employer		how long? years months		other income \$ 300.00		Rented Suite	
130 spouse's/co-applicant's present employer UNEMPLOYED		occupation		how long? years months		total monthly family income \$ 2800.00	
RELATIVES CLOSE FRIENDS OR ASSOCIATES NOT RESIDING WITH APPLICANT		1 DET. MOORE 2 MR. S. POOL 3 JIM WILLIAMS		address 2150 E 8 AVE. 261 E 7th AVE 7126 ONTARIO ST.		relationship/occupation FAMILY DOCTOR EMPLOYER FRIEND	
mortgage holder(s) or landlord CIBC		address BROADWAY & MCKENZIE ST.		value 102000		mortgage balance(s) 1st. 61000 2nd. —	
automobile year 1979		make VW		model Sedan		purchased from clear title	
owned		financed by		balance due		monthly payment	
household goods 1 chattels owned		financed by		\$		\$	
other assets owned		financed by		\$		\$	
CASH ON HAND \$1500.00		financed by		\$		\$	
other obligations, direct or indirect including closed accounts, credit and legal information NONE		name of bank and branch BANK OF NOVASCOOTIA - 2490 Mac Donald.		<input checked="" type="checkbox"/> savings <input checked="" type="checkbox"/> chequing <input type="checkbox"/> current			

Exercise 46 The Loan Application

Read and answer the questions.

Refer to Paul's loan application on page 63.

- What is the purpose of Paul's loan?

- Who does Paul work for? _____
What is his job? _____
How long has he worked there? _____
What is his gross monthly income? _____
What other income does Paul have? _____
- Paul's three close friends or associates are:
name _____ relationship/occupation _____
name _____ relationship/occupation _____
Name _____ relationship/occupation _____
- What is the value of Paul's house? _____
- What is his monthly mortgage? _____
- What kind of a car does Paul own? _____
- Where is Paul's bank? _____
What bank accounts does Paul have? _____
- When is Paul's first payment on his loan due? _____

Exercise 47 Monthly Payments on Loans

Read and fill in the blanks.

Monthly Payments on \$2000 Loan			
Rate	1 year	2 years	3 years
12%	\$177.69	\$ 94.14	\$ 66.42
14%	\$179.57	\$ 96.02	\$ 68.35
16%	\$182.40	\$ 98.88	\$ 71.30
18%	\$183.35	\$ 99.84	\$ 72.30


- A: I'd like to borrow \$2000.
B: For how many years?
A: For 2 years.
B: The interest rate is 18%. Your monthly payments are \$_____ and your total payback is \$_____.
- A: I want a loan for \$2000.
B: For how many years?
A: For 1 year.
B: The interest rate is 12%. Your monthly payments are \$_____ and your total payback is \$_____.
- A: I need a loan for \$2000.
B: For how many years?
A: For 2 years.
B: The interest rate will be 16%. Your monthly payments are \$_____ and your total payback is \$_____.
- A: I'd like to borrow \$2000.
B: For how many years?
A: For 1 year.
B: The interest rate is 14%. Your monthly payments are \$_____ and your total payback is \$_____.

Exercise 48

Paul's Loan Note

Read and answer the questions.

1161814 (9/83)

Scotiabank 
THE BANK OF NOVA SCOTIA

Scotia Plan Loan **Promissory Note**

Date March 8 1986

Branch name and address BANK OF NOVA SCOTIA at 2490 MacDonald St. Vancouver B.C.

Borrower's full name and address PAUL VANEN, 3411 W. 6 AVE, VANCOUVER B.C. V6Z 2N2

Co-Borrower's full name and address _____

In this promissory note, the words you and your mean the borrower and co-borrower, if any. We, our and us mean The Bank of Nova Scotia.

The principal amount of your loan is composed of:

(a) amount of money to be paid to you or to be disbursed on your direction \$ 2000.00

(b) amount you owed us before that is being consolidated with this loan _____

(c) charges and fees to be financed:

• disability insurance premiums \$ _____

• registration and / or search fees _____

• other (describe) _____

In return for lending you money, you promise to pay us at our branch named above, the amount of (the total amount you have borrowed), plus interest calculated on a daily basis at the rate of 14 % per year. \$ 2000.00

Term of loan 24 months Amortization period 24 months

You will pay what you owe according to the method indicated below:

☒ You will pay \$ 96.02 on April 8 1986 and then pay in 22 equal monthly instalments of principal and interest of \$ 96.02 each on the 8 day of each month starting on April 8 1986. The balance you owe plus interest will be due on April 8 1988.

☐ You will pay in _____ equal instalments of principal and interest of \$ _____ each on the _____ day of each of the months of _____ starting on _____ 19____. The balance you owe plus interest will be due on _____ 19____.

We will apply instalments first to payment of interest and the remainder, if any, to the unpaid balance of the total amount you have borrowed. You will also have to pay interest at the rate shown above on amounts which are past due, until they are paid.

If you fail to pay any instalment when it is due, we can require any one of you to pay at once the unpaid balance of the total amount you have borrowed and all interest owing.

X Paul Vanen X
BORROWER'S SIGNATURE CONSUMER PURCHASE CO-BORROWER'S SIGNATURE

Answer the Questions.

- How much did Paul borrow? \$ _____.
- What is the rate of interest on the loan? _____ %
- What is the term of the loan? _____ months.
- What is Paul's monthly payment? \$ _____.

Exercise 49

A Reading Exercise on Loans

Discuss:

- Have you ever applied for a loan?
- What would you use a loan for?
- Where would you apply for a loan?

Read and Answer the questions.

Sometimes, it is necessary to borrow money from a bank. You can apply for a personal loan to buy furniture, car, appliances or pay a debt or bill. Banks and credit unions normally charge lower interest rates on loans than finance companies. It is a good idea to visit several banks and credit unions to find the loan that best suits you. It's important to ask for the total payback when you are discussing a loan. The total payback is the amount of money you borrow plus all the interest payments. For example: The total payback for \$2000 borrowed at 12% for one year = \$2132.28. It's important to understand all the conditions of the loan before you sign the loan note.

True or False

- Bank and credit unions charge higher interest rates on loans than finance companies. True _____ False _____
- Banks are "money stores". You should visit several banks and find the best loan for you. True _____ False _____
- The total payback is the money you borrow plus the interest payments. True _____ False _____
- It's important to understand all the conditions of the loan before you sign the note. True _____ False _____

Exercise 50

A Listening Exercise

Circle the answer you hear.

- What's the date?
June 13, June 30, June 3
- How much is it?
\$17.07, \$17.17, \$70.00
- What year were you born?
1940, 1914
- What's your account number?
11-7218, 11-7129
- What's the date today?
March 20, March 12, March 2
- How much do I owe you?
Sixteen dollars and thirty cents. Sixty dollars and thirteen cents.
- What's your account number?
one four six two zero. one four six three zero
- What's the date today?
the third of May, the thirteenth of May
- What year were you born in?
1913, 1903, 1930
- How much is your cheque for?
Seventy dollars and seventeen cents. Seventeen dollars and seven cents.

Exercise 51

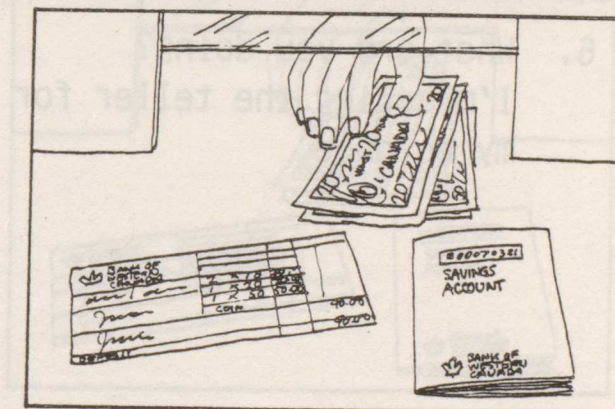
What Are You Doing At The Bank?

Read and practise these questions.

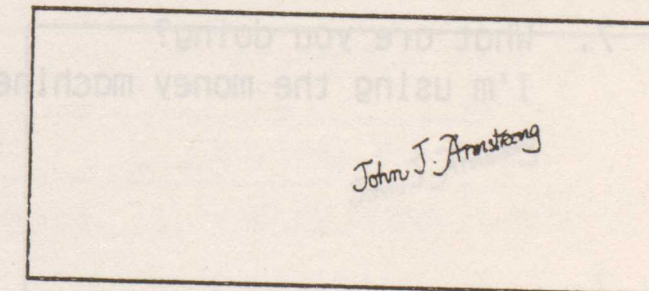
- What are you doing?
I'm withdrawing money from my account.



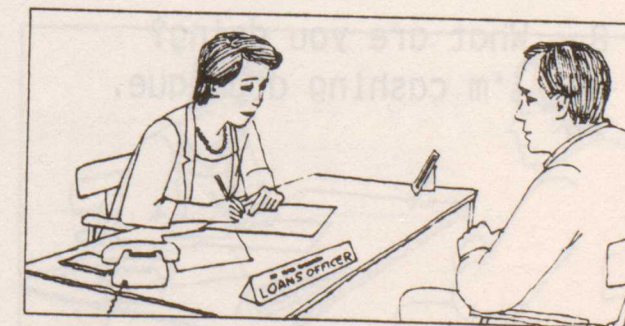
- What are you doing?
I'm depositing money in my account.



- What are you doing?
I'm endorsing a cheque.



- What are you doing?
I'm applying for a loan.



Read and practise these questions.

5. What are you doing?
I'm filling in a new account application.



6. What are you doing?
I'm asking the teller for my balance.



7. What are you doing?
I'm using the money machine.



8. What are you doing?
I'm cashing a cheque.



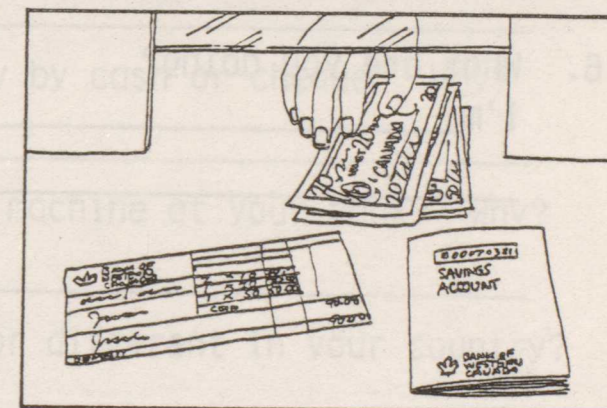
Exercise 52 What Are You Doing At The Bank?

Read and fill in the blanks.

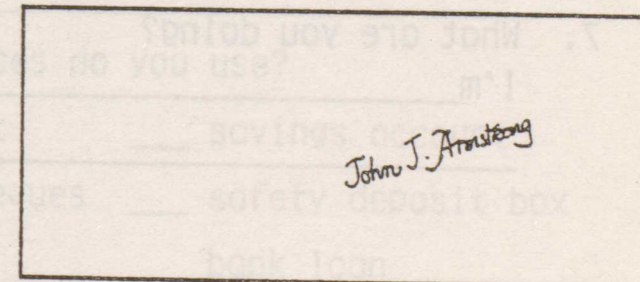
1. What are you doing?
I'm _____



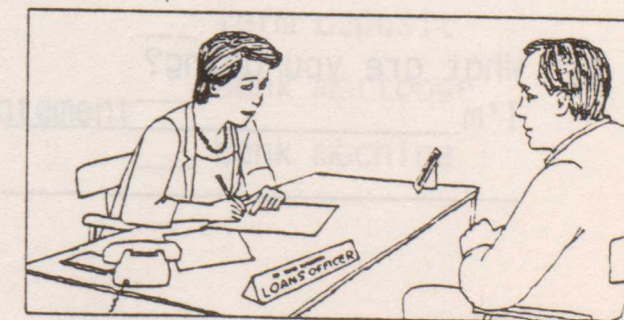
2. What are you doing?
I'm _____



3. What are you doing?
I'm _____



4. What are you doing?
I'm _____



Read and fill in the blanks.

5. What are you doing?

I'm _____



6. What are you doing?

I'm _____



7. What are you doing?

I'm _____



8. What are you doing?

I'm _____



Exercise 53

Interview A Friend About Banking

1. Question: Where do you do your banking?

Answer: _____

2. Question: Do you have an individual or joint account?

Answer: _____

3. Question: Do you have a chequing account?

Answer: _____

4. Question: Do you have a savings account?

Answer: _____

5. Question: Do you prefer to pay by cash or cheque? Why?

Answer: _____

6. Question: Do you use the bank machine at your bank? Why?

Answer: _____

7. Question: Are banks the same or different in your country?

Answer: _____

8. Question: Which banking services do you use?

Answer: _____ chequing account _____ savings account
 _____ personalized cheques _____ safety deposit box
 _____ pass book _____ bank loan
 _____ cheque book _____ credit card (VISA, MASTER CARD)
 _____ traveller's cheques _____ term deposit
 _____ money orders _____ bank mortgage
 _____ monthly bank statement _____ bank machine

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