

# MONEY & BANKING

## ATM INSTRUCTIONS: PAYING BILLS

V F R W



### INSTRUCTION SHEET

#### INSTRUCTIONS:

There are four sets of ATM instructions; one each for Withdrawal, Deposit, Transfer and Paying Bills. The worksheets are to be cut into individual strips for students to arrange in order. For lower level groups, these can be done as separate tasks. For higher levels, the four sets can be mixed up for the students to separate then arrange.

**REQUIRED STRUCTURES:** sequencing words (next, then, after, not yet, etc.)

**REQUIRED VOCABULARY:** *insert, machine slot, PIN, select, transaction, amount, account, receipt, deposit slip, envelope, seal, confirm, payment, transfer*

**GROUP SIZE:** pairs, small group or large group, depending on version of activity (see above)

**HANDOUTS:** ATM Sequencing worksheets, copied and cut into individual strips (one set per group)

**OTHER MATERIALS REQUIRED:** none

**RELATED GRAMMAR:** context clues

#### FOLLOW-UP ACTIVITIES:

For a listening/speaking activity, each student (in a larger group) can be responsible for memorising one step in the sequence, then the students arrange themselves according to which step they represent. students can go to [www.yourmoney.cba.ca](http://www.yourmoney.cba.ca) for more banking and budgeting information.

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ATM INSTRUCTIONS: PAYING BILLS



WORKSHEET

• CUT ALONG THE DOTTED LINE

**INSERT YOUR BANK CARD IN THE MACHINE SLOT**

**ENTER YOUR PIN (PERSONAL IDENTIFICATION NUMBER)**

**SELECT WHAT KIND OF TRANSACTION YOU WANT TO DO: PAY BILLS**

**ENTER THE AMOUNT(S) OF THE BILL(S) YOU WANT TO PAY**

**CHOOSE THE ACCOUNT THE PAYMENT WILL COME FROM**

**CONFIRM THE AMOUNT AND ACCOUNT**

**PUT PAYMENT SLIP(S) IN A DEPOSIT ENVELOPE**

**SEAL THE ENVELOPE AND PUT IT IN THE MACHINE SLOT**

**CHOOSE IF YOU WANT TO DO ANOTHER TRANSACTION OR NOT**

**IF YES, DO YOUR NEXT TRANSACTION.  
IF NOT, TAKE YOUR BANK CARD AND RECEIPT**