

Unit 3

1 BEFORE YOU WRITE

- A** Read the check. Find: *Pay to the order of*, *In the amount of*, and *Memo*. What do these words mean?

Monica Butler
14 Apple Lane
San Francisco,
CA 94105

DATE 9/18/08 1379

PAY TO THE ORDER OF Pacific Gas and Electric Company \$ 87.65

IN THE AMOUNT OF Eighty-seven and 65/100 DOLLARS

FIRST SAVINGS BANK
CA

MEMO Utility bill *Monica Butler*

122213311: 5556665656 1379

- B** Read the check again. Complete the sentences.

1. The check is from _____.
2. The check is to _____.
3. The date on the check is _____.
4. The amount of the check is _____.
5. The check is payment for _____.

2 WRITE

Imagine you are buying a jacket from the Oakville Department Store. The total is \$59.95. Write the check. Use today's date.

101

DATE _____

PAY TO THE ORDER OF _____ \$ _____

IN THE AMOUNT OF _____ DOLLARS

National Bank
CA

MEMO _____

356621035: 8214600186 101

Can you...write a personal check?