




How to Write a Check

- 1 Blank Check
 - 2 Sample Check
 - 3 Parts of a Check
 - 4 Writing Practice
 - 5 Writing Assessment Task
-  Learner Reflection
 -  Writing Assessment Tool
 -  Teachers' Notes



1 Blank Check

Check #

Nasser Omar Payer 003
 321 N 44th St.
 Lincoln, NE 68503 Address

DATE - -
 M M - D D - Y Y Y Y

CENTRAL COMMUNITY BANK Institution Name

PAY TO THE ORDER OF Payee \$ Numerical Amount

Written Dollar Amount DOLLARS

MEMO Memo × Signature

|| 003 || | 3378 || 004 | 000000078907 ||
 Check # Branch # Institution # Account #

2 Sample Check

<p>Nasser Omar 321 N 44th St. Lincoln, NE 68503</p> <p>CENTRAL COMMUNITY BANK</p>	<p>003</p> <p>DATE 1 2 0 1 2 0 1 8</p> <p style="font-size: small; text-align: center;">M M - D D - Y Y Y Y</p>
<p>PAY TO THE ORDER OF <u>Central Housing Dept.</u></p>	<p>\$ 1,400.65</p>
<p><u>One thousand four hundred and 65/100</u></p>	<p>DOLLARS</p>
<p>MEMO <u>December rent</u> x <u>Nasser Omar</u></p>	
<p> 003 3378 004 000000078907 </p>	

3 Parts of a Check

Find these parts of a check on page 3.

- 1 Check #
- 2 Date
- 3 Payer
- 4 Payee
- 5 Memo
- 6 Account #
- 7 Branch #
- 8 Institution #
- 9 Signature
- 10 Institution name

4 Writing Practice

Follow the instructions.

- 1 Use the blank check on page 6.
- 2 Write your name in the top left.
- 3 Write your address below your name.
- 4 Write today's date.
- 5 Write Western Tech University as the payee.
- 6 Write \$2,400.75 as the numerical amount.
- 7 Write the same amount in writing.
- 8 Sign the check.
- 9 Write "tuition" as the memo.

4 Writing Practice cont.

	009
	DATE <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	M M - D D - Y Y Y Y
MY BANK	
PAY TO THE ORDER OF _____	\$ <input style="width: 150px; height: 30px;" type="text"/>
	DOLLARS
MEMO _____ x _____	
 009 ! 5505 007 ! 000000078907 	

5 Writing Assessment Task

Read the information below.

Then fill out the check on page 8.

Write a check to your child's school.

The school's name is "Anderson Public School." The check is for a field trip. The amount is \$33. Put your name and current address on the check.

- Name
- Address
- Today's date
- Correct payee
- Correct amount
- Correct info in the memo
- Signature



5 Writing Assessment Task cont.

<hr/> <hr/> <hr/>	<p>012</p> <p>DATE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center; font-size: small;">M M - D D - Y Y Y Y</p>
<p>MY BANK</p>	<p>\$ <input style="width: 100%;" type="text"/></p>
<p>PAY TO THE ORDER OF _____</p>	<p>DOLLARS</p>
<p>MEMO _____ x _____</p>	
<p> 012 2201 001 000000034901 </p>	






Learner Reflection

Name: _____

Date: _____

Topic	Writing a Check
Skill	 Writing

I can...	 Yes (very well)	 Yes (with help)	 Not Yet
identify parts of a check			
fill out a check			
write numerical amounts			
write amounts in writing			






Writing Assessment Tool

Name: _____

Date: _____

Task	Writing a Check
Competency Statement	Complete simple forms that require basic personal or familiar information and some responses to simple questions.

The student can...	 Yes (very well)	 Yes (with help)	 Not Yet
write the date			
write a payee			
write a numerical amount			
write an amount in writing			
sign a check			
write a memo			

Next Steps	Score



Teachers' Notes

Note:

Do your students already have bank accounts? You may want your students to bring in a VOID check to work with. Explain the importance of writing VOID on a check. Your students may need to practice writing their signature. Here are some other recommended lessons and resources to use with or before this lesson:

- Numbers (Flashcards):
<https://ellii.com/media/flashcards/letters-numbers/numbers>
- Banking (Word Bank)
<https://ellii.com/lessons/word-bank/2545-banking>
- Money (English Foundations):
<https://ellii.com/lessons/english-basics/2726-money>

1 Blank Check

Have your students look at the blank check. Ask questions to help your students practice finding parts of a check. (E.g. *Where is the branch number? Where is the name of the institution?* etc.) Review direction words like *right, left, top, and bottom*.

2 Sample Check

Go over the parts of a check that the payer fills in. Talk about the purpose of a memo, and explain that it can be written in point form for one's own records. Point out that the amount is written numerically and in writing. Your students may need to practice writing out large numbers.

3 Parts of a Check

This review activity can be done in pairs, in small groups, or as a whole class. One student can say a part of the check and the other person can point to it on the Sample Check (page 3).

1. 003
2. December 1, 2018
3. Nasser Omar
4. Central Housing Dept.
5. December rent
6. 000000078907
7. 3378
8. 004
9. the handwritten name after the X (bottom right)
10. Central Community Bank

(continued on the next page...)



Teachers' Notes cont.

4 Writing Practice

Give students time to practice filling out a blank check using the simple instructions provided. Check their work. Name, address, date, and signature will vary.

		009	
		DATE <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
MY BANK			
PAY TO THE ORDER OF	Western Tech University	\$	2,400.75
Two thousand four hundred and 75/100		DOLLARS	
MEMO	tuition	X	
⑈ 009 ⑈ ⑆ 5505 ⑈ 007 ⑆ 000000078907 ⑈			

Learner Reflection

Have students fill out the self-assessment form on page 9.

Writing Assessment Tool

Use the ready-made assessment tool to record your students' ability to fill out a check. Name, address, date, and signature will vary.

Editor's Note:

For security purposes, we recommend encouraging students to shred or tear up the blank checks on pages 6 and 8 after the lesson is complete. You may also want to suggest using a fake name and address.

5 Writing Assessment Task

The assessment task on pages 7 and 8 can be used to assess your students' writing skills. Name, address, date, and signature will vary.

		012	
		DATE <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
MY BANK			
PAY TO THE ORDER OF	Anderson Public School	\$	33.00
Thirty-three and 00/100		DOLLARS	
MEMO	field trip	X	
⑈ 012 ⑈ ⑆ 2201 ⑈ 001 ⑆ 000000034901 ⑈			

Spelling Note:

This lesson shows the American spelling of the word *Check*. Most other English-speaking countries spell it this way: *Cheque*. Make it a challenge for your students to find this word in the lesson and see if they know the alternate spelling.