

Exercise 1

Writing a Check

John Smith 123 Main Street Anytown, MN 55555	Date _____ 1 _____	4453
Pay to the order of _____ 2 _____	\$	<input type="text" value="3"/>
_____ 4 _____		Dollars
Memo _____ 6 _____	_____ 5 _____	

1. Where should John write the date? On line 1
2. Where should John sign his name? _____
3. Where should John write the amount in numbers? _____
4. Where should John write the amount in words? _____
5. Where should John write which company he's paying? _____
6. Where should John write what the check is paying for? _____

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u> 1 </u> 2125
Pay to the order of _____ <u> 2 </u>	\$ 3
_____ <u> 4 </u>	Dollars
Memo <u> 6 </u>	<u> 5 </u>

1. Where should Mary write the amount in numbers? _____
2. Where should Mary write the date? _____
3. Where should Mary write which company she's paying? _____
4. Where should Mary sign her name? _____
5. Where should Mary write the amount in words? _____
6. Where should Mary write what the check is paying for? _____

Susan White 789 South Street Sun City, MN 55555	Date	_____ 1 _____	1524
	Pay to the order of	_____ 2 _____	\$ 3
		_____ 4 _____	Dollars
Memo	_____ 6 _____	_____ 5 _____	

1. Where should Susan write what the check is paying for? _____
2. Where should Susan sign her name? _____
3. Where should Susan write the amount in words? _____
4. Where should Susan write which company she's paying? _____
5. Where should Susan write the date? _____
6. Where should Susan write the amount in numbers? _____