

## Exercise 2

### Writing a Check

|   |                    |                                |
|---|--------------------|--------------------------------|
| <b>John Smith</b><br>123 Main Street<br>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?

- a. on line 1
- b. on line 2
- c. on line 3
- d. on line 4

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

2. Where should John amount in numbers?

- a. on line 2
- b. on line 3
- c. on line 4
- d. on line 5

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

3. Where should John sign his name?

- a. on line 2
- b. on line 3
- c. on line 4
- d. on line 5

|   |                    |                                |
|---|--------------------|--------------------------------|
| <b>Mary Jones</b><br>345 North Avenue<br>Sometown, MN 55555 | Date _____ 1 _____ | <b>2125</b>                    |
| Pay to the order of _____ 2 _____                           | \$                 | <input type="text" value="3"/> |
| _____ 4 _____   |                    | Dollars                        |
| Memo _____ 6 _____  | _____ 5 _____      |                                |

4. Where should Mary write which company she paying?

- a. on line 2
- b. on line 3
- c. on line 5
- d. on line 6

|   |                    |                                |
|---|--------------------|--------------------------------|
| <b>Mary Jones</b><br>345 North Avenue<br>Sometown, MN 55555 | Date _____ 1 _____ | 2125                           |
| Pay to the order of _____ 2 _____                           | \$                 | <input type="text" value="3"/> |
| _____ 4 _____   |                    | Dollars                        |
| Memo _____ 6 _____  | _____ 5 _____      |                                |

5. Where should Mary write what the check is paying for?

- a. on line 2
- b. on line 3
- c. on line 5
- d. on line 6

|   |                    |                                |
|---|--------------------|--------------------------------|
| <b>Mary Jones</b><br>345 North Avenue<br>Sometown, MN 55555 | Date _____ 1 _____ | 2125                           |
| Pay to the order of _____ 2 _____                           | \$                 | <input type="text" value="3"/> |
| _____ 4 _____   |                    | Dollars                        |
| Memo _____ 6 _____  | _____ 5 _____      |                                |

6. Where should Mary write the amount in words?

- a. on line 2
- b. on line 3
- c. on line 4
- d. on line 5

|   |                    |                                |
|---|--------------------|--------------------------------|
| <b>Mary Jones</b><br>345 North Avenue<br>Sometown, MN 55555 | Date _____ 1 _____ | 2125                           |
| Pay to the order of _____ 2 _____                           | \$                 | <input type="text" value="3"/> |
| _____ 4 _____   |                    | Dollars                        |
| Memo _____ 6 _____  | _____ 5 _____      |                                |

7. Where should Mary write the amount in numbers?
- a. on line 2
  - b. on line 3
  - c. on line 5
  - d. on line 6

|  |                    |                                |
|--|--------------------|--------------------------------|
| <b>Susan White</b><br>789 South Street<br>Sun City, MN 55555 | Date _____ 1 _____ | 1524                           |
| Pay to the order of _____ 2 _____                            | \$                 | <input type="text" value="3"/> |
| _____ 4 _____  |                    | Dollars                        |
| Memo _____ 6 _____   | _____ 5 _____      |                                |

8. Where should Susan sign her name?
- a. on line 1
  - b. on line 3
  - c. on line 5
  - d. on line 6

|  |                    |                                |
|--|--------------------|--------------------------------|
| <b>Susan White</b><br>789 South Street<br>Sun City, MN 55555 | Date _____ 1 _____ | 1524                           |
| Pay to the order of _____ 2 _____                            | \$                 | <input type="text" value="3"/> |
| _____ 4 _____  |                    | Dollars                        |
| Memo _____ 6 _____   | _____ 5 _____      |                                |

9. Where should Susan write what the check is paying for?

- a. on line 1
- b. on line 3
- c. on line 5
- d. on line 6

|  |                    |                                |
|--|--------------------|--------------------------------|
| <b>Susan White</b><br>789 South Street<br>Sun City, MN 55555 | Date _____ 1 _____ | 1524                           |
| Pay to the order of _____ 2 _____                            | \$                 | <input type="text" value="3"/> |
| _____ 4 _____  |                    | Dollars                        |
| Memo _____ 6 _____   | _____ 5 _____      |                                |

10. Where should Susan write which company she is paying?

- a. on line 2
- b. on line 3
- c. on line 5
- d. on line 6