

Writing a Check

The LaRue Literacy Exercises

Created by Charles LaRue through a grant from the Minnesota Department of Education under the supervision of the Minnesota Literacy Council

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Comments and feedback are welcome.

Introduction:

How To Write a Check

This is John Smith's check. His name and address are at the top left. The check number is at the top right. This check is number 4453.

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. When John writes a check he fills in the blanks from top to bottom. He starts by filling in the date on the top right. It's December 3rd, 2003.

John Smith 123 Main Street Anytown, MN 55555	Date <u>12/3/03</u>	4453
Pay to the order of _____ 2 _____	\$	<input type="text" value="3"/>
_____ 4 _____		Dollars
Memo _____ 6 _____	_____ 5 _____	

2. After "Pay to the Order of", he writes the name of the company he wants to pay. He is paying US West Telephone.

John Smith 123 Main Street Anytown, MN 55555	Date <u>12/3/03</u>	4453
Pay to the order of <u>US West Telephone</u>	\$	<input type="text" value="3"/>
_____ 4 _____		Dollars
Memo _____ 6 _____	_____ 5 _____	

3. On the next blank line with the dollar sign he writes the check amount in numbers. This check is for \$50.50.

John Smith 123 Main Street Anytown, MN 55555	Date <u>12/3/03</u>	4453
Pay to the order of <u>US West Telephone</u>	\$	<u>50.50</u>
	4	Dollars
Memo <u>6</u>		<u>5</u>

4. On the next line, he writes the same amount spelling out each number word.

John Smith 123 Main Street Anytown, MN 55555	Date <u>12/3/03</u>	4453
Pay to the order of <u>US West Telephone</u>	\$	<u>50.50</u>
<u>Fifty Dollars and fifty cents</u>		Dollars
Memo <u>6</u>		<u>5</u>

5. On the bottom right line John signs his name.

John Smith 123 Main Street Anytown, MN 55555	Date <u>12/3/03</u>	4453
Pay to the order of <u>US West Telephone</u>	\$	<u>50.50</u>
<u>Fifty Dollars and fifty cents</u>		Dollars
Memo <u>6</u>		<u>John Smith</u>

6. Finally, on the line after the word memo, he writes what the check is paying for. He is paying his telephone bill.

John Smith 123 Main Street Anytown, MN 55555	Date <u>12/3/03</u>	4453
Pay to the order of <u>US West Telephone</u>	\$	<input type="text" value="50.50"/>
<u>Fifty Dollars and fifty cents</u>		Dollars
Memo <u>Phone Bill</u>	<u>John Smith</u>	

This is Mary Jones's check. Her name and address are at the top left. This check is number 2125.

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

1. The date is August 14th, 2004.

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u>8/14/04</u>	2125
Pay to the order of _____ 2 _____	\$	<input type="text" value="3"/>
_____ 4 _____		Dollars
Memo _____ 6 _____	_____ 5 _____	

2. She is paying Kmart.

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u>8/14/04</u>	2125
Pay to the order of <u>Kmart</u>	\$	<input type="text" value="3"/>
_____	4	Dollars
Memo _____	6	_____
		5

3. The check is for \$75.25, written first with numbers.

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u>8/14/04</u>	2125
Pay to the order of <u>Kmart</u>	\$	<input type="text" value="75.25"/>
_____	4	Dollars
Memo _____	6	_____
		5

4. On the next line she writes the same amount, spelling out each number word.

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u>8/14/04</u>	2125
Pay to the order of <u>Kmart</u>	\$	<input type="text" value="75.25"/>
<u>Seventy-Five Dollars and twenty-five cents</u>		Dollars
Memo _____	6	_____
		5

5. On the bottom right line Mary signs her name.

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u>8/14/04</u>	2125
Pay to the order of <u>Kmart</u>	\$	<u>75.25</u>
<u>Seventy-Five Dollars and twenty-five cents</u>		Dollars
Memo <u>6</u>	<u>Mary Jones</u>	

6. Finally, after the word memo, she writes that this check is for school supplies.

Mary Jones 345 North Avenue Sometown, MN 55555	Date <u>8/14/04</u>	2125
Pay to the order of <u>Kmart</u>	\$	<u>75.25</u>
<u>Seventy-Five Dollars and twenty-five cents</u>		Dollars
Memo <u>school supplies</u>	<u>Mary Jones</u>	

The last check is Susan's White's. The check number is 1524.

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

1. The date is March 4th, 2004.

Susan White 789 South Street Sun City, MN 55555	Date <u>3/4/04</u>	1524
Pay to the order of _____	2 _____	\$ <input type="text" value="3"/>
_____	4 _____	Dollars
Memo _____	6 _____	5 _____

2. She is paying City Apartments.

Susan White 789 South Street Sun City, MN 55555	Date <u>3/4/04</u>	1524
Pay to the order of <u>City Apartments</u>	_____	\$ <input type="text" value="3"/>
_____	4 _____	Dollars
Memo _____	6 _____	5 _____

3. The amount is \$700.00, written first with numbers.

Susan White 789 South Street Sun City, MN 55555	Date <u>3/4/04</u>	1524
Pay to the order of <u>City Apartments</u>	_____	\$ <input type="text" value="700.00"/>
_____	4 _____	Dollars
Memo _____	6 _____	5 _____

4. She writes each number word and finishes with "no cents."

Susan White 789 South Street Sun City, MN 55555	Date <u>3/4/04</u>	1524
Pay to the order of <u>City Apartments</u>	\$	700.00
<u>Seven Hundred Dollars and no cents</u>		Dollars
Memo <u>6</u>		<u>5</u>

5. On the bottom right line Susan signs her name.

Susan White 789 South Street Sun City, MN 55555	Date <u>3/4/04</u>	1524
Pay to the order of <u>City Apartments</u>	\$	700.00
<u>Seven Hundred Dollars and no cents</u>		Dollars
Memo <u>6</u>		<u>Susan White</u>

6. Finally, she writes that the check is for rent.

Susan White 789 South Street Sun City, MN 55555	Date <u>3/4/04</u>	1524
Pay to the order of <u>City Apartments</u>	\$	700.00
<u>Seven Hundred Dollars and no cents</u>		Dollars
Memo <u>Rent</u>		<u>Susan White</u>