



Content Checklist at Phase I

- Differences between chequing and savings accounts
- Opening a bank account
- Reading a bank statement
- Analyzing a bank statement
- Cheques (writing, carbon copy, returns, bouncing, cheques that appear in promotional material)
- Difference between debit and credit
- Online banking
- Direct deposits
- Direct payment
- ATM use
- Sending money overseas
- Caveats and small print



Vocabulary at Phase I

- | | |
|---|--|
| <ul style="list-style-type: none"> • account • account information • ATM • balance • bank • bank account • branch • cancel • cash • charges • cheques • chequing account • continue • credit • current balance • debit • deposit • direct deposit | <ul style="list-style-type: none"> • enter • fees • manager • monthly fee • mortgage • PIN • previous • receipt • remove • savings account • service charge • small print • statement • statement date • teller • transactions • withdrawal |
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Phase I - Lesson Plan (2 hour session)

Learner Outcomes: develop familiarity with bank account statement vocabulary
recognize the difference between a credit and a debit

Previous Content Covered:

- Vocabulary of banking

Introduction (up to 20 minutes)

Have learners take out their vocabulary sheets. Review vocabulary words by holding up Flashcards with the words for learners to identify. Have learners find the word on their sheet. Elicit any information about the words that the learners can give you. Learners should then highlight the word. Discuss any words that are still confusing.

Distribute individual flashcards to learners. Each learner with a flashcard will be responsible to find that word on the sample bank statement in the next activity.

Vocabulary of a Bank Statement (up to 20 minutes)

Project Sample Bank Statement (1) onto the whiteboard, revealing only the top of the statement (personal and account information). As a word is revealed, have the learner who is holding that word bring it to the front of the classroom and display it on the wall or whiteboard. Move from what the word means to what information it gives us by using a leading question method:

- Whose account is this?
- How do you know?

Continue to reveal more of statement, pausing to have learners display and discuss vocabulary words as they appear. Some vocabulary does not appear on this first statement. Discuss if any of the words are similar and group together words such as credit and deposit. Move vocabulary that does not appear at all to a different section of the board.

Ask learners how many of them have received a similar statement in the past month. Ask learners what they did with the statement when they received it.



Notes and Hints

Instructor can note responses to this question to inform discussion about what should be done with the statement.

Deposits and Withdrawals (up to 60 minutes)

Have learners look at the statement again, this time focussing on transactions that have occurred. Ask the learners what information is given in this part of the statement. Their responses will determine how much direct teaching will need to be done about the transactions. If learners are unsure, read through each transaction and discuss: dates, names, and monetary amounts.

Note also that the monetary amounts will be written in one of two columns deposits (credits) and withdrawals (debits). Explain how each transaction shows how the person with the account used the money they had in the bank.

Ask learners a series of retrieval questions to determine their ability to read a bank statement, e.g. How much did this person spend at The T Shirt Shop? As you continue with your questioning, change the focus of your questions from identifying amounts to identifying dates and types of transactions, until learners display an ability to find information quickly and easily.



Notes and Hints

Ask several questions of a similar type before moving on to a new type of question.

Put learners into partners and distribute a copy of Sample Bank Statement (1) and two differently coloured highlighter pens. Ask one learner in each pair to highlight all of the numbers in the deposits column with the same colour. Then, model how to use a ruler and highlighter to connect transactions with the numbers. Have learners complete this step on their statements. When learners are complete, discuss as a group and address any misconceptions.

Repeat, this time with the other partner using the other highlighter pen to identify withdrawals.

Distribute a calculator to each pair. Invite learners to add either all of the deposits or all of the withdrawals together.



Notes and Hints

During this time, the instructor is observing learners to see if they make a connection between their total and the total that is given at the bottom of the respective columns. Some learners may not make a connection, some learners will feel that the total on the statement is incorrect, and some learners may not total the numbers because the total is already provided.

Have learners share the totals they calculated for each column. Make comparing equations using greater than and less than. Discuss what would happen if the withdrawals column was more than the deposits column.

Small Group Problem Solving (up to 20 minutes)

Working with [Sample Bank Statement \(2\)](#) and [Sample Bank Statement \(3\)](#), have small groups add deposit and withdrawal columns and then create greater than and less than equations.

When groups are finished checking and re-checking their answers with the calculator to make sure they are correct, ask them what is the same about all of the statements? How should they be ordered if we were keeping them at home? Revisit why it is important to keep bank statements.



Notes and Hints

Suggestion for further study at home: if learners have a bank account, they are to find one of their statements and read the information on that statement. Encourage learners to return with questions the next day. Discourage the bringing of statements to class.

End of Session



Flashcards

credit



debit



balance



previous



service



charge



monthly fee



transactions



statement date



account information



withdrawal



deposit



Sample Bank Statement (1)

BBB

Big Bank of Bucks

Statement Date: 31st August 2010

Account Information

Adama Amad
102, 345 6th Street SW
Tall Trees, AB
T0T 0T0

For 1st August – 31st August 2010

Account Number: 201301401

Branch Number: 001002

Transactions

Date	Description	Withdrawals	Deposits
2 nd Aug	Mr. K's Groceries	\$ 45.76	
2 nd Aug	The T Shirt Shop	\$ 29.99	
3 rd Aug	City Bus Company	\$ 75.00	
12 th Aug	Sally's Sandwich Store	\$ 4.95	
15 th Aug	Direct Deposit Payroll		\$1,604.96
19 th Aug	ATM Deposit		\$ 40.00
25 th Aug	Mr. K's Groceries	\$ 124.86	
31 st Aug	Personal Cheque Memo: Rent	\$ 875.00	
31 st Aug	Direct Deposit Payroll		\$1,604.96
31 st Aug	New to You Bike Store	\$ 350.00	
		\$1,505.56	\$3,249.92



Sample Bank Statement (2)

BBB

Big Bank of Bucks

Statement Date: 31st July 2010

Account Information

Adama Amad
102, 345 6th Street SW
Tall Trees, AB
TOT OT0

For 1st July – 31st July 2010

Account Number: 201301401

Branch Number: 001002

Transactions

Date	Description	Withdrawals	Deposits
4 th July	Shoes for You Too	\$ 82.00	
6 th July	Community Restaurant	\$ 29.99	
6 th July	City Bus Company	\$ 125.00	
9 th July	Mr. K's Groceries	\$ 56.00	
12 th July	Steven's Salon	\$ 89.95	
15 th July	Direct Deposit Payroll		\$1,432.05
25 th July	Mr. K's Groceries	\$ 39.76	
31 st July	Direct Deposit Payroll		\$1,432.05
31 st July	Personal Cheque Memo: Rent	\$ 875.00	

Total of Withdrawals: _____

Total of Deposits: _____



Sample Bank Statement (3)

BBB

Big Bank of Bucks

Statement Date: 30th June 2010

Account Information

Adama Amad
102, 345 6th Street SW
Tall Trees, AB
TOT OT0

For 1st June – 30th June 2010

Account Number: 201301401

Branch Number: 001002

Transactions

Date	Description	Withdrawals	Deposits
2 nd June	Cafeteria	\$ 9.75	
2 nd June	On The Road Coffee House	\$ 12.45	
3 rd June	City Bus Company	\$ 75.00	
9 th June	Mr. K's Groceries	\$ 38.78	
11 th June	Sally's Sandwich Store	\$ 4.95	
15 th June	Direct Deposit Payroll		\$1,432.05
16 th June	ATM Deposit		\$ 90.00
25 th June	Mr. K's Groceries	\$ 124.86	
30 th June	Direct Deposit Payroll		\$1,432.05
30 th June	Personal Cheque Memo: Rent	\$ 875.00	

Total of Withdrawals: _____

Total of Deposits: _____