

**Review page 132 and 133****Explain in your own words what these instructions mean:**

1. Insert your ATM card.
2. Enter your PIN.
3. Withdraw the cash.
4. Remove your card from the machine.
5. Cash your checks here.
6. Make a deposit with the teller.
7. Fill out the check.
8. Balance your bank statement.
9. Store your valuables in a safety deposit box.
10. Open the vault.
11. Write your checking account number on the back of the check.
12. Pay your late fine here.
13. Return your books in that bin.
14. Fill out an application for a library card.
15. Ask the reference librarian to help you find a dictionary.
16. You can use the self-checkout over there.

Write an answer to each of these questions?

Would you like to deposit this check to your checking account or savings account?

Did you fill out a deposit slip?

Do you need to order checks?

Would you like to open a new account?

Look at the vocabulary on pages 134 and 135. Answer the questions below.

1. Describe the difference between a letter and an envelope.
2. What does the postmark show?
3. Where does the stamp go?
4. Where does the return address go?
5. Where does the mailing address go?
6. The postal clerk might weigh your letters on a _____ to see if they need extra postage.
7. Do you have a post office box at the post office?
8. What can you buy at a stamp machine?

Read these conversations and explain in your own words what they say.

Alan: I write notes to my mother every week. She misses me. I feel bad that I can't see her often.

Beth: I know your mother loves your notes. It makes her feel loved.

Jake: Writing notes to people is a good idea. I write thank you notes when I receive gifts.

Brenda: I don't like to write notes. But you are right. It is polite to write thank you notes.

Sam: Mother wrote a note to say she could not come to visit.

Joy: I'm disappointed. I love for her to visit.

Katy: Can you address this envelope to my dad?

Lee: Yes. What is the address where your dad lives?

Alice: What is your new address?

Bill: I don't know the street number. I will send you a note when I know it.

Karen: I addressed the envelopes. But I did not stamp them.

Cecilia: Do you have any stamps? I can lend you some.

Olga: Please drop these bills in the mail box.

Dan: I will be happy to mail them for you.

Debra: Did we get any mail?

Jane: I got three bills, but you got a note from your sister.

John: The postman delivered the mail this morning.

Jessica: Did I get the package from Amazon?

Olivia: How much postage will I need on this big envelope?

Connie: I don't know. The postal worker will weigh it and tell you.

Mary: The postman delivered a stack of junk mail.

Ann: I hate junk mail. Why do we get so much junk mail?

Shelly: I received a birthday card from Cathy. She put \$5.00 inside.

Lin: How nice of her to send a card.

Jan: Grandfather wrote me a sweet note. I will write him back tomorrow.

Kelly: It is good he can still write. My grandfather is too old. His hands shake too much. He cannot write letters.

Answer these questions about the conversations above.

1. Whose grandfather is too old to write?
2. Who got three bills?
3. Who asked Lee to address an envelope to Dad?
4. Who will mail Olga's bills?
5. Who hates junk mail?
6. Did Debra get any mail?
7. Does Alice know her address?
8. Is Sam's mother coming to visit.
9. Who writes notes to his mother every week?
10. Who writes thank you notes when they receive gifts?
11. Who is waiting for a package from Amazon?
12. Does Connie know how much postage Olivia needs?
13. Who received a card with \$5.00 in it?
14. Who can lend stamps?