Name: _____ Date: _____

Task: Following instructions how to use ATM	**Reading**
Theme: Banking	**CLB Level:** 4.1-4.2
Topic: Using ATM Machine	**Competency:** Comprehending Instructions; interacting with Others

INDICATORS OF ABILITY

Understand short, simple, clearly sequenced instructions and instructional texts for familiar everyday situations.

- Recognizes common sentence patterns, phrases and symbols commonly used in instructions.
- Follows instructions in the appropriate sequenced order.
- Identifies specific important details
- Identify words that indicate politeness and tone.

Success: 70% Your score:

LIVEWORKSHEETS

To: Tina456@yahoo.ca

From: friend87@gmail.com

Subject: Banking in Canada

Dear Tina,

Welcome to Canada, hope you are doing well and enjoying your new life in Canada. Today I am writing to tell you few important tips about banking in Canada especially during COVID times.

I hope you have opened your bank account in Canada. Most of the people prefer to do online banking as it is very convenient and fast. I remember when I opened my bank account the first problem, I had was to learn how to use the ATM machine, so I thought I should share my experience with you, so you don't have to face the same problems I had to face.

Using ATM machine is very safe, but one should practice safety procedures, people using ATM can be targets of robberies. **Be on guard** if other people show up while you are using the ATM. Always check machine carefully before using, if the card slot looks a little different do not insert your card, only use ATM during the daytime.

Using the ATM machine is very easy but could be tricky, before inserting your card into the slot ensure that the chip is inwards, after inserting the card enter your PIN number. Select language, the account you would like to do the transaction from and type of transaction for e.g., withdrawal or deposit. There are options to choose from pre-set amount, if you are withdrawing you can choose amount from there or enter your own amount (be careful of your withdrawal limit usually it is $500 a day) after selecting the **"other"** option, type the amount and enter okay. Take your money, card, and receipt, remember to count the money before moving away from the ATM machine.

You can also deposit money by following the same steps I have mentioned above just select the option of **"deposit"** instead of **"withdraw"**, put your money in an envelope provided by the bank and insert the envelope with money into the slot at the bottom of the machine. Remember to read the instructions carefully while using the ATM machine.

I hope all goes well for you here in Calgary, let me know if you need any help. Let's plan to go for coffee whenever you are free, I am on vacation for next two weeks, I am available to go anytime.

Looking forward to hearing from you soon.

Your friend,

Shameel

LIVEWORKSHEETS

Read the email and write a number next to each instruction to explain how to use an ATM machine.

_____	Take your money, card, and receipt
_____	ensure that the chip is inwards
_____	remember to count the money before moving away from the ATM machine
_____	Insert the card into the slot
_____	Select the account and type of transaction
_____	Enter the PIN number
_____	Enter the amount you would like to deposit or withdraw
_____	Choose language
Total points	/ 8

LIVEWORKSHEETS

After reading the email, write the answers in the box, there could be more than one answers.

1. Why did Sahmeel write the email? Point /1

a. to welcome Tina to Calgary

b. to tell her about banking system in Canada.

c. to help her understand how to withdraw or deposit money using a banking machine.

2. Are Shameel and Tina from the same country? Point /1

a. Yes

b. No

3. What kind of a person do you think Shameel is? Point /1

a. Helping

b. Caring

c. Bossy

d. All of the above

Write short answers.

4.Which sentence tells you how Shameel is being polite? Point /2

_____

5. Is Shameel replying to Tina's email or writing for the first time? Point /1

_____

6. In which paragraphs did you find the instructions to use ATM? Write the first and last sentence of the paragraph. Point /1

First sentence

_____

Last sentence

_____

LIVEWORKSHEETS