



I can use the bank and post office

A At the bank

Questions	Answers	Meaning	
Can I use this card in this cash machine ?	If it's a Visa card, yes.	also ATM	
Where can I change dollars into euros?	In a bank, a hotel, or a bureau de change.	change (money) e.g. give someone dollars and get the same in euros	
Is there a bureau de change near here?	Yes, there's one at the station.	an office where you can change money	
Which currency do I need for Argentina?	You need pesos.	the money that a country uses, e.g. dollars in the USA	
I've got Japanese yen. What's the exchange rate for the euro?	It's 142 yen to the euro.	exchange rate how much money from one country you can buy with money from another country, e.g. US\$10 = €12.40	
Where do I sign this?	Just here.		
What commission do you charge ?	We charge 1%. (% = per cent)	commission the money you pay a bank, e.g. for changing currency charge ask someone to pay a certain price for something	

1 Match 1 – 5 with a – f to make questions.

- Where can I change my euros f
- | | |
|-------------------------------------|-------------------------|
| 1 What currency do I need _____ | a for Brazil? |
| 2 What commission _____ | b for the peso? |
| 3 Can I use this card _____ | c do you charge? |
| 4 What's the exchange rate _____ | d in this cash machine? |
| 5 Is there a bureau de change _____ | e in the station? |
| | f into dollars? ✓ |

2 Complete the sentences.

- The banks charge 1.5% commission.
- | | |
|-----------------------------------|---------------------------------------|
| 1 _____ the cheque at the bottom. | 4 What's the exchange _____ ? |
| 2 _____ dollars into euros. | 5 You pay one _____ cent to the bank. |
| 3 The _____ in China is the yuan. | 6 You get money from a _____ machine. |

3 ABOUT YOU AND YOUR COUNTRY Write your answers or ask another student.

- What's the currency in your country? _____
- Do you know the exchange rate for the US dollar? _____
- When you travel, where do you get or change money? _____
- Do you use a cash machine to get your own currency? _____
- Where do you find cash machines in your country? _____

B At the post office

1 You want to **send a letter** to a friend.



You **write** the name, **address** and **postcode** on the **envelope**.



You **put a stamp** on it.



You **post** it in the **letter box** or **postbox**.

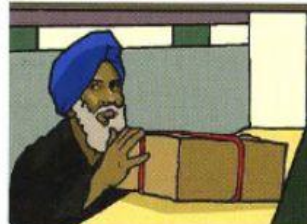


The **postman** or **postwoman** **delivers** it in the next day or two.

2 You want to **send a parcel** to Germany.



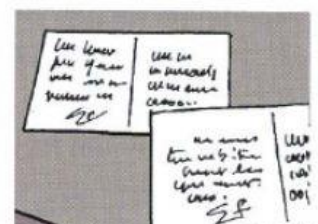
You take it to the **post office**.



'How much is this **parcel** to Germany, please?'



'Put it on **the scales**, please. 350 gms – that's £3.43.'



'That's fine. And **can** I **have** two stamps for **postcards** to Germany?'

4 Answer the questions. Choose answers from the box.

► Where do you post letters? in a postbox, in a letter box

- 1 What do postmen do? _____
- 2 What do you write on an envelope? _____
- 3 Where do you take a parcel? _____
- 4 Where do you put the parcel? _____
- 5 What do you put on an envelope/parcel? _____
- 6 Who takes parcels to people's homes? _____
- 7 Which three things can you send? _____

to the post office
a postcard
in a postbox ✓
deliver letters
a stamp
the postman
a letter
the name, address
and postcode
in a letter box ✓
a parcel
on the scales

5 Use the words to make questions. You need to add one more word.

- please / Japan / to / parcel / is / how / this / ? How much is this parcel to Japan, please?
- 1 box / is / near / there / here / a / ? _____
 - 2 scales / can / it / you / the / on / ? _____
 - 3 Argentina / I / for / three / can / stamps / ? _____
 - 4 letter / where / post / this / I / ? _____
 - 5 Spain / much / is / postcard / how / a / ? _____
 - 6 post / buy / envelopes / you / can / the / at / ? _____