

BANKING, WRITING PRACTICE FOR BINDER. OPENING A BANK ACCOUNT

Task 1: You are a bank teller and your customer Maria needs help opening a chequing account today.

Directions: Read the conversation below and use the form to write in the customer's information. Then complete the email.

Bank Teller: Hi! Maria. What can I help you with today?

Maria: I am now working at JBS as a cleaner and I need to open a chequing account today.

Bank Teller: That's great! I will get a form so we can fill it out your application.

Bank Teller: What is your first, middle and last name?

Maria: My Name is Maria Rae Martin.

Bank Teller: What is your address, and postal code?

Maria: My address is Apartment #101 1023 6th Street West, Brooks, Alberta.

My postal code is T1R 07G

Bank Teller: When is your birthday?

Maria: My birthday is June 8, 1998

Bank Teller: Do you know your social insurance number?

Maria My social insurance number is 587 987 569.

Bank Teller: What is your phone number?

Maria: My phone number is 403 373 5372.

Bank Teller: Thank You!

TASK #1

Bank Account Application Form

Applicant Information

Full Name: _____ 1

Last *First* *Middle* **Birthdate**

Address

Street Address *Apartment/Unit #* 2

City *Province* *Postal Code* 4

Phone: _____ 3 **SIN:** _____ 4

Employer: _____ 5 **Occupation:** _____ 6

Please make a check mark in the box below on what kind of account you are opening.

Joint Account Chequing Account Savings Account 7

I certify that my answers are true and complete to the best of my knowledge.

Signature:

Date:

TASK 2. NOW COMPLETE THE EMAIL

Dear Manager

My name is _____ (1)

I am writing today because I would like
to _____ (2)

I have recently started working as a _____ (3) at _____ (4)

My _____ (5) is June 8th 1998 and my
_____ (6) is 403-373-5372.

My current _____ (7) is 101-1023 6th Street
West in _____ (8).

My _____ (9) is T1R07G.

Please let me know if you also need my
_____ (10) number.

Thanks

Sincerely

Maria

