

Days 1-3  
Friday-Sunday

Name \_\_\_\_\_  
Date \_\_\_\_\_

## Writing Checks

**Basic Check-Writing Rules**

- Write neatly so your checks can be read.
- Write checks only when you have enough money to cover them.
- Write your name in cursive.
- Spell the numbers correctly.
- Use hyphens when they are needed.
- Include all the parts shown on the sample check below.
- Record all checks in your check register.

**Basic Number Spelling Rules**

Use this chart to check the spelling of number words. Except for the tens multiples (ten, twenty, thirty, etc.), the number words from twenty-one through ninety-nine require hyphens. Hyphens are also required whenever these number words are used in numbers over one hundred.

one	eleven	twenty-one	one hundred one
two	twelve	thirty-two	one hundred seventeen
three	thirteen	forty-three	one hundred twenty
four	fourteen	fifty-four	one hundred twenty-three
five	fifteen	sixty-five	one hundred seventy-seven
six	sixteen	seventy-six	one thousand
seven	seventeen	eighty-seven	one thousand twenty
eight	eighteen	ninety-eight	one thousand forty-eight
nine	nineteen	twenty-nine	one thousand three hundred eight
ten	twenty	one hundred	one thousand five hundred sixty-one

Starting with a balance of \$1,000, write a check to each of your classmates without becoming overdrawn (without using more than the \$1,000). Make up both check memo information and payment amounts.

## Tips for the Teacher

As a group, discuss the Basic Check-Writing Rules, the Basic Number Spelling Rules, and the parts of a check.

Each student will need one check for every classmate and two *Check Register Practice Sheets*.

The purpose of the activity is to give students ample check-writing practice before they open their Willow checking accounts. To attain maximum benefit from the process, checks that are written must be carefully scanned for errors.

Use peer editing to check for errors. After checks are written, give them to the payees. Each student will end up with a group of checks with his or her name as payee. Have students review these checks for errors while you monitor the process.

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## Single-Day Adaptation

No special adaptations are needed for using this activity as a single lesson outside of the simulation.