

**Access English Centre**  
**Immigrant Centre Manitoba**  
**Banking Part 1 - at the ATM**  
**Warm-up/Work-out Activity**  
**Beginner Level 60 minutes**

**Note to Facilitator:** This activity consists of practice dialogues for participants to learn how to follow instructions in proper sequence when doing bank transactions at an ATM machine i.e., deposit cash and checks, withdraw cash, and check account balances.

**Work-out:**

**Materials:** Participants need: dialogue worksheets. Optional: pencils/pens  
 Facilitator: Online pictures of people doing banking at the ATM , worksheet, and markers

	<p><b>Procedure:</b></p>
10 min.	<p><b>Brainstorm:</b> Whole group - Show pictures of people using an ATM (Automated Teller Machine). Call on participants to share with the group their personal experience using the ATM machine either in their home country or in Canada. After sharing, define key words:</p> <p> <b>1. first      2. second      3. third      4. then      5. next      6. enter</b>  <b>7. deposit    8. PIN (Personal Identification Number)    9. withdraw</b>  <b>10. cancel    11. check balance    12. correct    13. ATM card    14. cover</b>  <b>15. savings / checking account</b> </p>
10 min.	<p><b>Activity 1.</b> Exercises on flashcards with dialogues and putting cards in order</p> <p><b>Whole Group.</b> Write the key words on the whiteboard (or use the projector) then have participants repeat the key words several times with you.</p>
10 min.	<p>Then lead the group to read aloud with you the dialogue <b>“What can you do at the ATM machine?” “I can deposit cash or a cheque. I can withdraw cash. I can check the account balance.”</b> Repeat a few times. Make sure everybody follows your instructions before they do the exercises on their own.</p>
10 min.	<p><b>Pair Work –</b> Have the participants work in pairs to play a matching game. Give each pair a set of flashcards with pictures and phrases. Participant A picks up a card, reads the text or describes the picture. Participant B tries</p>

to find the match - either the picture or the dialogues (prompts).

**Activity 2** – Have each pair put all the cards in the right sequence and present to the whole group by using the words “first, second, third, fourth, etc.”

Then, bring back the whole group together and have them demonstrate what to do at the ATM machine.

**Activity 3.** Exercises on giving instructions.

Have the group work in pairs to put the scrambled cards in the right sequence.

Have them take turns giving instructions to their partners on how to use the ATM machine using ordinal numbers: **first, second, third, or then, or next.**

# What are the major banks in Manitoba?



**RBC**



**CIBC**



**BMO**



**Scotia Bank**

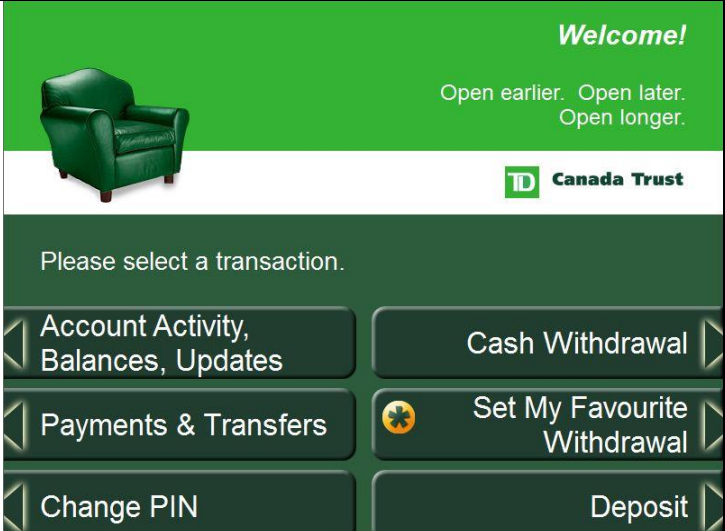
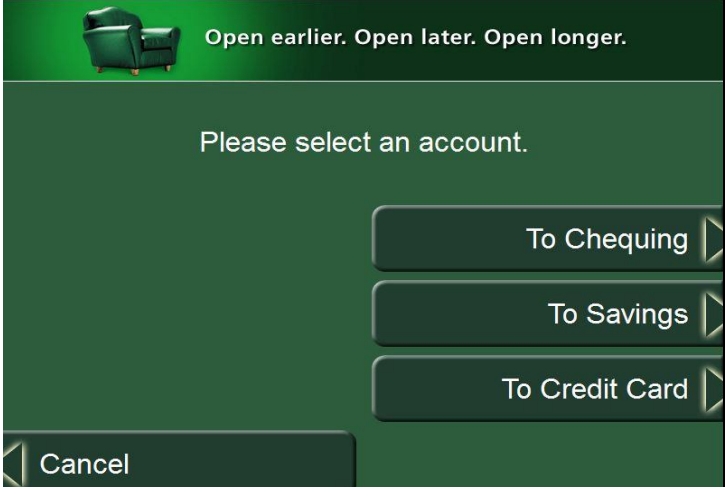
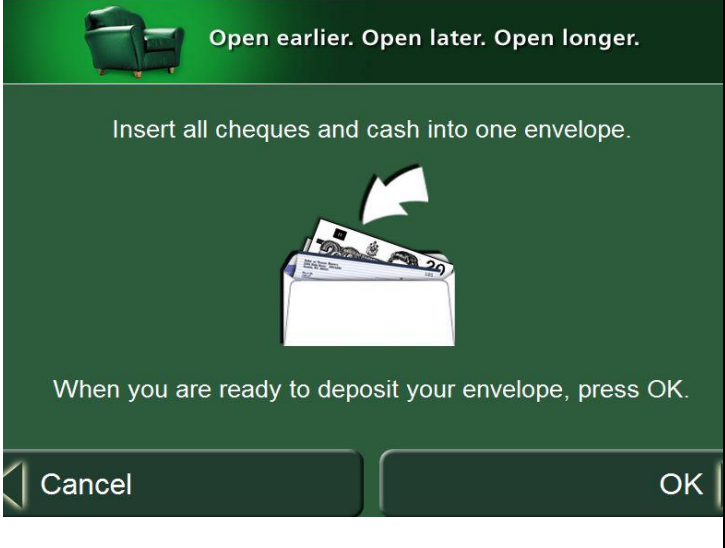


**TD Bank**



**HSBC**

**Pictures of Banking – What can I do at an ATM?  
Worksheet 1- Sequence**

<p><b>A: What can I do at an ATM machine?</b></p> <p><b>B: You can bank online at an ATM machine.</b></p> <p><i>(Can you name two things you can do at the ATM machine?)</i></p>	 <p>The screen is green with a white header. It says "Welcome!" in white. Below that, it says "Open earlier. Open later. Open longer." in white. There is a small green chair icon on the left. On the right, there is the TD Canada Trust logo. Below the header, it says "Please select a transaction." in white. There are six buttons: "Account Activity, Balances, Updates", "Cash Withdrawal", "Payments &amp; Transfers", "Set My Favourite Withdrawal", "Change PIN", and "Deposit".</p>
<p><b>A: How can I deposit cash or checks?</b></p> <p><b>B: You should first select your account (chequing, savings or credit card).</b></p> <p><i>(Can you name two accounts that you have?)</i></p>	 <p>The screen is green with a white header. It says "Open earlier. Open later. Open longer." in white. There is a small green chair icon on the left. Below the header, it says "Please select an account." in white. There are three buttons: "To Chequing", "To Savings", and "To Credit Card". At the bottom left, there is a "Cancel" button.</p>
<p><b>A: After I select my account, what should I do next?</b></p> <p><b>B: You should put your cash and/or checks into one envelope.</b></p> <p><i>(After you put your cash or cheques in the envelope, what do you do next?)</i></p>	 <p>The screen is green with a white header. It says "Open earlier. Open later. Open longer." in white. There is a small green chair icon on the left. Below the header, it says "Insert all cheques and cash into one envelope." in white. There is an illustration of a white envelope with a white arrow pointing into it, containing some cash. Below the illustration, it says "When you are ready to deposit your envelope, press OK." in white. At the bottom, there are two buttons: "Cancel" and "OK".</p>

**A: After I put the cash and /or check inside the envelope, what should I do?**

**B: You seal the envelope and put the envelope into the slot.**

**(After you put in the cash and cheques in one envelope what do you next?)**



Open earlier. Open later. Open longer.

Place the sealed envelope in the depository slot.



Cancel

**A: After I place the envelope into the slot, what should I do?**

**B: You should check that the transaction is completed.**

**(What should you do after you put the envelope in the slot?)**



Banking can be this comfortable.

Your deposit is complete. Please make a selection

Cash Withdrawal  
(from another account)

Cash Withdrawal  
(from the same account)

Another Transaction

No More Transactions

**A: What is the first thing you do at the ATM machine?**

**B: You should insert your bank card in the ATM machine.**



**A: After I insert my ATM card, what do I do next?**

**B: You should cover your hand while entering your PIN number.**



**A: After I enter my PIN number, what should I do next?**

**B: You should select the amount you want to withdraw.**



**A: After I select the amount I want to withdraw, what should I do next?**

**B: You should take the cash from the ATM machine.**



**A: After I get my cash, what should I do next?**

**B: You should take your card and the transaction receipt from the ATM machine. Count your money before leaving.**

