Action Sheets for Bank Clients

Sample Conversation: Bank Transactions

A = Bank Teller   **B**=Customer

A: Good Afternoon. How may I help you today?

B: Hi. I'd like to _cash this check_.
    deposit this money into my account
    withdraw $500.00 from my account.
    change this into American money.
    pay this bill.

A: Can I have your bankcard please?

B: Ok. Here you are.

A: And, I'll need some picture ID as well.

B: Is my _driver license_ OK?
        passport

A: That'll be fine. Thanks.
    …Teller counts money/writes a reciept…
A: Here is your ID and here is _your money_.
             your receipt

A: Will there be anything else for you today?

B: No, that's all thank you.

A: Have a nice day.

B: You too.

You are a bank client and you have a list of errands to do at the bank today. Go through the list in order. Your teacher will give you a bankcard, some ID, three bills and two checks. Make sure you go to a different bank teller for each transaction. Get the teller's signature when you are finished your transaction.

Teller's Signature	Bank Transaction
_____	Cash your first check.
_____	Deposit your money into your account.
_____	Cash your other check.
_____	Pay your telephone bill.
_____	Withdraw $600.00.
_____	Pay your electricity bill.
_____	Change $200 into American money.
_____	Pay your gas bill.
_____	Deposit your remaining money.

Take a vote: The friendliest bank teller was _____.