

Non-multimedia material

Task 1

Reading texts A and B.

How to Use an ATM

TEXT A

Your partner has TEXT B. There are gaps in your partner's text. You have the information to complete your partner's worksheet. Work with your partner and ask questions to complete each other's text.

If you're a newcomer to the world of cashpoint machines or ATMs or cashpoint machines as they are also called, here's what you need to know to use a cashpoint machine safely and effectively. Remember the machine has direct access to your bank account and your money; thieves target cashpoint machines and the people using them. When in doubt, just walk away and find a different more secure machine.

Once you have found a cash machine that is safe to use, (1) **INSERT** your card into the card reader. Next, you'll have to _____ or (2) **INPUT** your personal identification number or PIN number to prove that you are the authorized card user. As you learn how to use a cashpoint machine, develop the habit of hiding the keypad as you _____ in your PIN. Somebody might be watching you and some thieves even install hidden cameras on cashpoint machines to capture PINs. Then, when you have finished, it will tell you to (3) **REMOVE** it. _____ your card quickly so that you can (4) **PUT** it **IN** your wallet or purse as soon as possible. If the machine holds onto your card, make sure to **RETRIEVE** your card before leaving the machine.

You can use an ATM to do several different things, so you'll have to tell the machine what you want to do. Getting cash is easiest, but you can eventually learn how to use a cashpoint machine for other transactions. Withdrawals are the most common way to use a cashpoint machine. You simply get cash out of your account. For a withdrawal, you'll just _____ how much you want to (5) **TAKE OUT**, usually in increments of tens and twenties. Deposits can also be made at most cashpoint machines. Balance inquiries show you how much money you have. _____ this option and it will display your current account balance. If you're using a cashpoint machine that is not affiliated with your bank, you may have to **PAY** a fee. Cashpoint machines can print receipts for you if you want.

Once you have finished, (6) **CLOSE** your session with the cashpoint machine. Make sure that the machine is not waiting for you to perform another transaction. If you walk away before your session is closed, somebody could theoretically walk up behind you and withdraw cash from your account.

Get your cash in your wallet quickly. If the cashpoint machine kept your card during the transaction, _____ your card from the card reader. If you are slow, the machine may keep the card. This is a security measure to prevent your card from being stolen, but if it happens to you, it'll be tough to get the card back. You may have to get a new one.



Non-multimedia material

How to Use an ATM

TEXT B

Your partner has TEXT A. There are gaps in your partner's text. You have the information to complete your partner's worksheet. Work with your partner and ask questions to complete each other's text.

If you're a newcomer to the world of ATMs or cashpoint machine as they are also called, here's what you need to know to use an ATM safely and effectively. Remember the machine has direct access to your bank account and your money; thieves target ATMs and the people using them. When in doubt, just walk away and find a different, more secure machine.

Once you have found a cash machine that is safe to use, _____ your card into the card reader. Next, you'll have to (1) **ENTER** or _____ your personal identification number or PIN number to prove that you are the authorized card user. As you learn how to use an ATM, develop the habit of hiding the keypad as you (2) **TYPE** in your PIN. Somebody might be watching you and some thieves even install hidden cameras on ATMs to capture PINs. Then, when you have finished, it will tell you to _____ it. (3) **TAKE** your card quickly so that you can _____ it _____ your wallet or purse as soon as possible. If the machine holds onto your card, make sure to (4) **RETRIEVE** your card before leaving the machine. You can use an ATM to do several different things, so you'll have to tell the machine what you want to do. Getting cash is easiest, but you can eventually learn how to use an ATM for other transactions. Withdrawals are the most common way to use an ATM. You simply get cash out of your account. For a withdrawal, you'll just _____ how much you want to (5) **TAKE OUT**, usually in increments of tens and twenties. Deposits can also be made at most ATMs. Balance inquiries show you how much money you have. _____ this option and it will display your current account balance. If you're using an ATM that is not affiliated with your bank, you may have to (6) **PAY** a fee. ATMs can print receipts for you if you want.

Once you have finished, _____ your session with the ATM. Make sure that the machine is not waiting for you to perform another transaction. If you walk away before your session is closed, somebody could theoretically walk up behind you and withdraw cash from your account.

Get your cash in your wallet quickly. If the ATM kept your card during the transaction, **REMOVE** your card from the card reader. If you are slow, the machine may keep the card. This is a security measure to prevent your card from being stolen, but if it happens to you, it'll be tough to get the card back. You may have to get a new one.

