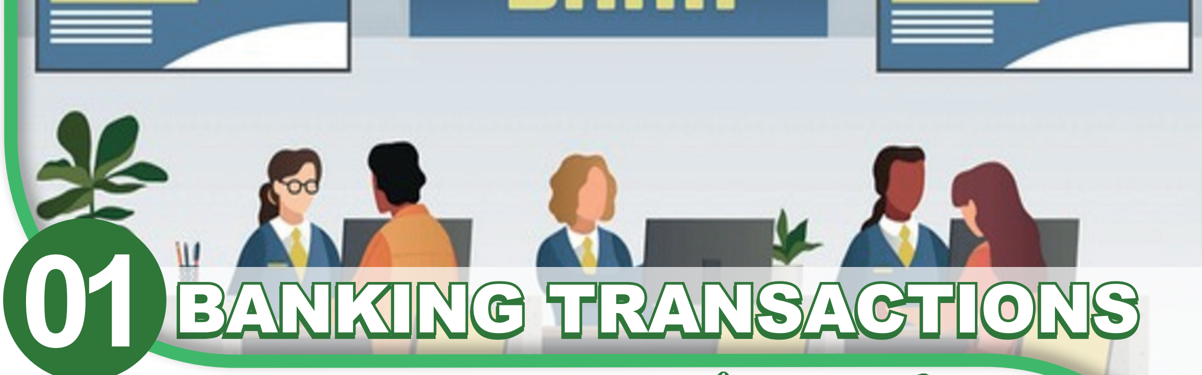
GRADE 9

INITIATION TO FINANCIAL LITERACY & ENTREPRENEURSHIP

Teacher's Guide

FOUNDATION PROGRAMME IN LITERACY, NUMERACY AND SKILLS

Mauritius Institute of Education
under aegis of
Ministry of Education and Human Resources



LESSON 01 BANKING TRANSACTIONS

Teacher's Guide

A

Banking Transactions

B

Competencies:

Main competency: Banking Transactions and Online Payments

Sub competencies:

1: Opening a bank account
2: Making deposits
3: Withdrawal of money

C

Learning Outcomes:

By the end of the lesson, students should be able to:

1. demonstrate an understanding of the documents needed to deposit and withdraw money at the bank.
2. differentiate between deposit and withdrawal form.
3. describe the correct steps to deposit and withdraw money.

D

Resources and materials:

- Pencils
- Pens

E Implementation guidelines

Introduction

1. Begin the class by introducing the topic: what is a bank, and why do we use it?

> **Bank:** A place where people keep their money safely.

2. The teacher explains how a person can open a bank account, deposit money and withdraw money from the bank.

3. Use the scenario of Christopher Liam, a carpenter, who decides to open a bank account at the Rainbow Bank in March 2025.

4. Steps required to open a bank Account (Form Number 1)

Step 1
Bring identity card and money to be deposited.

Step 2
Fill in the form.

Step 3
Details to be filled in.

i. The teacher explains that Christopher goes to the bank with his ID card and Rs 5000.

ii. He fills out an Account Opening Form.

iii. Explain that this form has his details, like his name, date of birth, address, and what kinds of accounts are suitable.

iv. Explain this part of the form:
   - Type of account: *Savings Account*

A **savings account** helps you keep money safe and earn a little interest.

v. An Identity card is required to open a bank account.

vi. A debit card can be requested to use at the ATM.

5. Cash Deposit
Explanation about a Cash Deposit (Form Number 2- Cash Deposit Receipt).

i. Relate the situation in which Christopher earns Rs 3000 from a job.

ii. He goes to the bank and deposits the money using a Cash Deposit Receipt. He gives the teller cash and fills out the number of notes he has.

iii. Explain to students the keywords:
- Deposit: A sum of money paid into the bank account.
- Teller: a person who works at the bank counter and helps you with money transactions.
- Receipt: a paper that shows proof you deposited or withdrew money.

iv. Provide some explanation to students about how notes are counted:
- 1 note of Rs 1000
- 2 notes of Rs 500
- 5 notes of Rs 200

The total is Rs 3,000. The bank gives him a receipt signed by the teller with stamp of the bank.

6. Cheque Deposit
Explanation about depositing a cheque (Cheque Deposit Receipt)

i. Christopher receives of Rs 1000 from a client.

ii. Instead of cash, this time he deposits a cheque at the bank.

7. **Provide explanation on some keywords:**
   - Cheque: is a document that orders a bank to pay a specific amount of money.
   - Cheque deposit receipt: a receipt the bank gives after.

8. Explanation to students that the money will be added to the account after the bank processes the cheque.

9. **Withdrawing money**
   Explanation about making a withdrawal (for number 3- withdrawal form)

   i. On the 20th of March, Christopher needs money to buy tools.
   ii. He goes to the bank and withdraws Rs 2500 using a Savings Withdrawal Form.

10. **Provide explanation on some keywords:**
   - Withdrawal: taking money out of your bank account.
   - Funds: another word for money
   - Saving Withdrawal Form: a form you fill out to take out money from your savings account.

11. Explain to students that Christopher fills out the form and the teller checks his ID and account, then gives him the money/cash.

12. **Oral Recap:**
   a. What documents are needed to open a bank account?
   b. What is a deposit, and how can we do it?
   c. What is the difference between depositing cash and a cheque?
   d. How can money be withdrawn from a bank account?

Activity 1: Banking Transactions

1. The student will learn how to fill in different bank forms (deposit forms, cheque forms, and withdrawal forms).

2. The student will read a short story about Aisha. She runs a cupcake business. She gets money in cash and by cheque and sometimes takes money out for her business.

3. The student's task is to look at each transaction and decide which form to use: cash deposit form for cash, cheque deposit form for cheques, or withdrawal form for taking money out.

4. After choosing the right form, the student will fill it in with the correct details like the date, amount, number of notes or coins (if it is a cash deposit), and the reason for withdrawal (if needed).

Activity 2: Tick the correct bank form

1. The student will tick (✓) the appropriate bank form.

Activity 3: Neha's Bank Transactions- Calculate her bank balance

1. The student will read each of Neha's transactions for March.
2. The student will fill in the correct amount in the "Amount received" or "Amount withdrawn" column of the table.
3. The student will calculate Neha's bank balance.