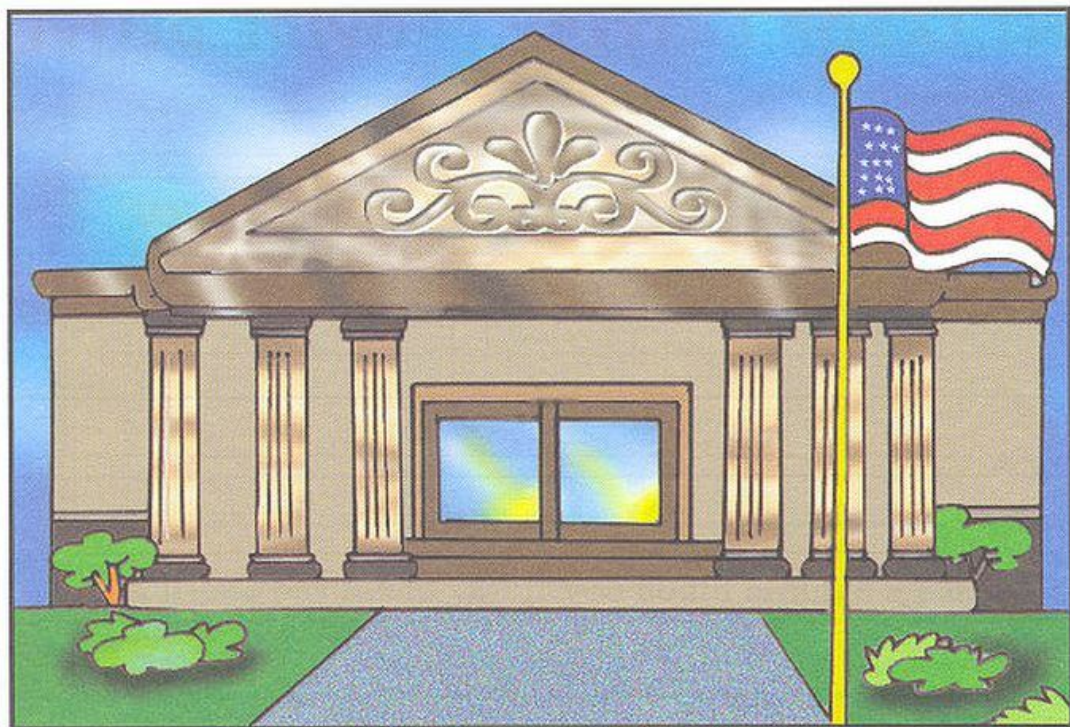




THE FEDERAL BUREAU OF PRINTING AND ENGRAVING



The United States Bureau of Printing and Engraving is responsible for the design, engraving and printing of paper money, government bonds and postage stamps.

The U.S. paper currency is printed on high-speed presses. Every hour, nine thousand sheets (thirty-two notes per sheet) run through the press. The back of the note is printed with green ink one day, and the face with white ink the next day. There are several safeguards against counterfeiting. The paper and ink formula are kept secret and are very hard to imitate. Engravers cut designs into metal plates. A slight change in a line or space is easily spotted on the face of the bill.

The sheets are streaked in blocks when they come off the press. They move on to a checker who examines the note for defects. Finally, the sheets are fed into a machine which adds the treasury seal and serial numbers to the notes and then cuts them apart.

The government presses work twenty-four hours a day, five days a week. The currency goes into the United States Treasury to pay the government's bills. Cash is also put into twelve Federal Reserve Banks, which distribute money to banks across the country.





■ ANSWER:



1. Which office of the United States Government makes paper money?

2. What else is printed in that office?

3. How is money distributed across the United States?

4. How many days does it take to print a bill?

5. How many hours do the government presses work a week?

MATCH GAME



- ☐ 1. Coins, bills, etc., generally used as money.
- ☐ 2. A piece of paper money.
- ☐ 3. Government office or department.
- ☐ 4. Cutting letters or design into metal or wood for printing.
- ☐ 5. Protections.
- ☐ 6. The making of false money.
- ☐ 7. Machine made to stamp something.
- ☐ 8. Piece of metal on which something is engraved.

- a.** Bureau
- b.** Safeguards
- c.** Engraving
- d.** Note
- e.** Currency
- f.** Counterfeiting
- g.** Metal plates
- h.** Press





OBSERVE.



U.S. CURRENCY

COINS

PENNY	1¢
NICKEL	5¢
DIME	10¢
QUARTER	25¢
HALF-DOLLAR	50¢
DOLLAR	\$1.00

BILLS

ONE DOLLAR	\$1.00
FIVE DOLLARS	\$ 5.00
TEN DOLLARS	\$10.00
TWENTY DOLLARS	\$20.00
FIFTY DOLLARS	\$50.00
ONE HUNDRED DOLLARS	\$100.00



PART II



DIALOGUE

OPENING A CHECKING ACCOUNT.



MR. STEPHENSON: Excuse me, ma'am. I'd like to open a checking account, please.

TELLER: Certainly. What type of checking account do you want to open?

MR. STEPHENSON: What do you offer?

TELLER: We have special accounts and regular accounts.

MR. STEPHENSON: Is there a charge if your account is overdrawn?

TELLER: Yes, there is. It's \$5.00 for each draft.

MR. STEPHENSON: All right. I'd like to open a regular checking account.

TELLER: Fine. Do you want the account to be in your name only?

MR. STEPHENSON: No, I want a joint account for me and my wife.
By the way, when can I have my personalized checks?

TELLER: It takes two weeks to process them, but I can give you some checks for you to use now.
How much do you want to deposit today, sir?

MR. STEPHENSON: \$300.00

TELLER: Fine. Please, fill out this form with your name, address and telephone number.
Here you have a deposit slip. After you make a deposit, you'll receive a receipt.

MR. STEPHENSON: Thank you.



PART III



OBSERVE.

FUNCTION

EXPRESSING WANT, DESIRE AND PREFERENCE

FORMAL

I want...
I would like...
I prefer...
I'd rather

INFORMAL

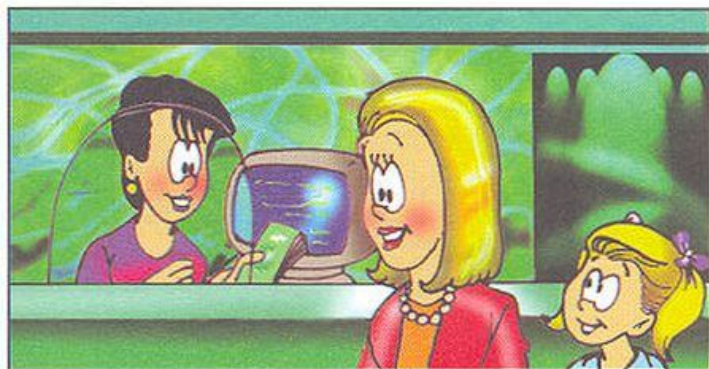
I feel like...
Give me...
I'll have...
I'd like...

DEPOSIT FORM

Name: _____
Checking Account No.: _____
Amount \$: _____
Signature: _____ Total Amount \$ _____

Checking Account Form

Name: _____
Address: _____
Telephone: _____
Checking Account No.: _____
Signature: _____



SITUATION:

You want to open a savings account for your daughter.
You want to deposit \$50.00.
Write out the conversation with the bank teller.

TELLER: GOOD MORNING, MA' AM. MAY I HELP YOU?

YOU: YES, I WANT TO OPEN A SAVINGS ACCOUNT.

TELLER: _____

YOU: _____

TELLER: _____

YOU: _____

TELLER: _____

YOU: _____

TELLER: _____

YOU: _____

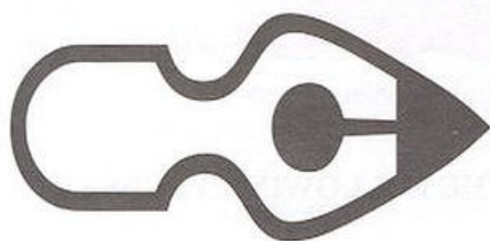
TELLER: _____

YOU: _____





MATCH GAME



The following phrases are definitions of the phrases below.
In each box write the letter identifying the corresponding definition.

- 1. MINIMUM BALANCE.
- 2. SERVICE CHARGE.
- 3. INTEREST.
- 4. REGULAR CHECKING ACCOUNT.
- 5. PERSONALIZED CHECKS.
- 6. JOINT ACCOUNT.

- a. Checks with your name on them.
- b. An account held in the names of two or more persons.
- c. A fee collected by a bank for its checking account services.
- d. The amount of money you always keep in your account.
- e. Money paid for the use of money.
- f. Usually requires a minimum balance of \$200.



vocabulary

■ WRITE SENTENCES FOR THE FOLLOWING VERBS IN PAST TENSE:

**DESIGN, ENGRAVE, COUNTERFEIT, KEEP, SPOT,
STREAK, SEAL, DISTRIBUTE, DEPOSIT, PROCESS**

