



MONEY



EDMUND RICE CENTRE
MIRRABOOKA
Alternative Learning and Community Development



Government of Western Australia
Office of Multicultural Interests

Language for Living in Australia English funded by

User Notes

This module was designed to meet the needs of the beginner groups at The Edmund Rice Centre Mirrabooka.

The programme begins by revising numbers and currency values and moves on to the area of budgeting, emphasising the difference between needs and wants whilst presenting a formula for paying household bills etc.

The budgeting notion is highlighted by using the story of a family saving for a child's school excursion. In this activity we have written two versions of the story allowing for different levels of understanding amongst our students. Comprehension activities follow. In the Appendix we have flash cards and photos taken from the story.

The next area deals with planning and paying rent. Information on the rules and expectations of renting a house are included. A story covering most problems has been used to initiate conversation, and we have added a template demonstrating how to compose a letter to an agent/owner.

Banking is followed by activities on reading electricity, gas and phone bills.

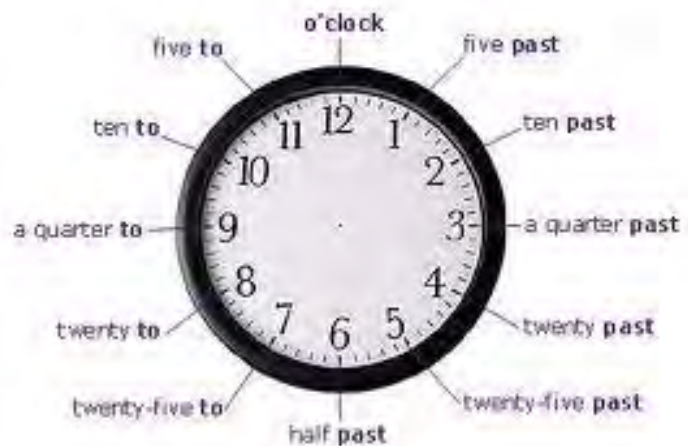
English language activities such as reading, writing, listening and some grammar correspond with each of these groups and are interspersed throughout. Also Teachers Notes have been included where applicable.

Money

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A cartoon illustration of the numbers 1 and 0. The number 1 is yellow and the number 0 is orange. Both have large, expressive eyes and thin legs. They are standing side-by-side.



Teachers' Notes:

This is a lead-in activity designed to create interest and focus attention on the lesson content which follows.

- * Place an A3 print-out of this sheet on the whiteboard. Invite the whole class to find the answer to each clue. Write the answer on the dotted line underneath each clue.
- * When all the clues have been answered, ask the class to tell you what they think the lesson will be about and write the word **MONEY** in the Answer space.
- * This activity creates conversation between students as they make suggestions to find the answers.
- * This, in turn, allows the weaker students to concentrate on their listening skills which is beneficial to their increased understanding of the spoken English language.

ANSWERS: Clue 1 = Dollars and Cents

Unscrambled words

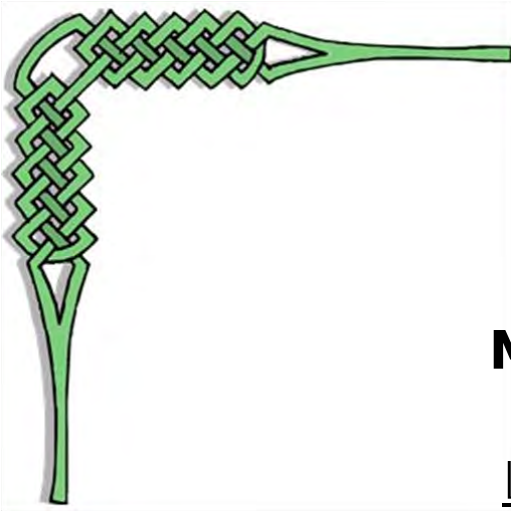
Clue 2 = Money

Clue 3 = M (13) O (15) N (14) E (5) Y (25)

Numbers of the letter places in the alphabet

Clue 4 = **M** O N E **Y**

Letters in bold are the gap fills



MONEY MODULE

Lead - In Activity

Question: What will our lesson be about?

Clue 1. slorald and tecsn

(scrambled words)

Clue 2. Something we use every day.

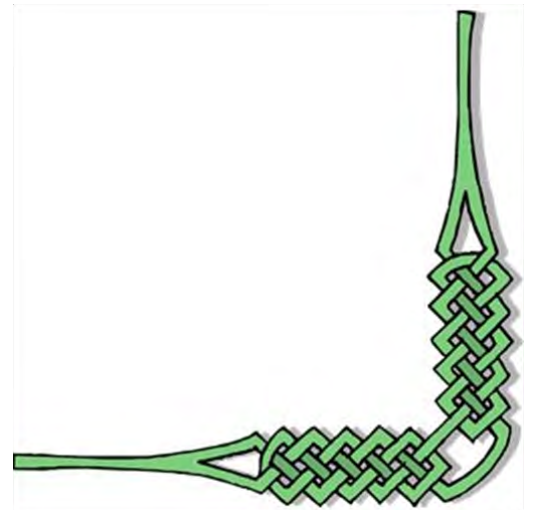
(crossword clue)

Clue 3. 13 15 14 5

(alphabet code)

Clue 4. _ o _ e _

(gap fill/cloze)



Answer:

Teacher's Notes:

This is a lead-in activity designed to create interest and focus attention on the lesson content which follows.

* Use the whiteboard and the whole class provides answers. This creates conversation between students to find the answers, which is helpful for the weaker students.

Numbers 1 – 100

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Writing Numbers

0	1	2	3	4	5	6	7	8	9	10
----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	-----------

Copy the numbers 0 to 10 three times

Write the numbers 1 to 100

Fill in the missing numbers

1	2		4	5	6		8	9	10
11		13	14	15		17	18	19	20
21	22	23		25	26	27		29	30
	32	33	34		36	37	38	39	40
41	42		44	45	46		48	49	
51		53	54		56	57	58		60
61	62	63		65	66	67		69	70
	72	73	74	75		77	78	79	80
81		83	84		86	87	88	89	
91	92		94	95	96		98	99	100

Numbers 1 - 10



Write the numbers 1 - 10

Copy each number in this column

1.	○	one	
2.	○○	two	
3.	○○○	three	
4.	○○○○	four	
5.	○○○○○	five	
6.	○○○○○○	six	
7.	○○○○○○○	seven	
8.	○○○○○○○○	eight	
9.	○○○○○○○○○	nine	
10.	○○○○○○○○○○	ten	



Numbers 11- 30

Write the numbers 11 -20 in the blank column. Then complete the words for numbers 21-29.

11	eleven		21	twenty
12	twelve		22	twenty
13	thirteen		23	twenty
14	fourteen		24	twenty
15	fifteen		25	twenty
16	sixteen		26	twenty
17	seventeen		27	twenty
18	eighteen		28	twenty
19	nineteen		29	twenty
20	twenty		30	thirty

Using words, write down the numbers in each column

30	thirty	35	
40		42	
50		56	
60		66	
70		72	
80		83	
90		91	
100		116	

10	
100	
1000	
10 000	

Ordering Numbers

Order the numbers from smallest to largest

9	6	3	7	2		2	3	6	7	9
12	6	15	8	13		—	—	—	—	—
21	33	17	25	19		—	—	—	—	—
39	64	48	52	75		—	—	—	—	—
62	81	53	70	99		—	—	—	—	—

Complete the number patterns

1	2	3	—	5	—	—	—	—	—
10	20	30	—	—	—	—	—	—	—
5	10	15	—	—	—	—	—	—	—
100	200	300	—	—	—	—	—	—	—



Currency Values



CURRENCY VALUES

Notes	Number Value	Written Value	Decimal
	\$5	five dollars	\$5.00
			
			
			
			

HOW MUCH MONEY IS THIS?

	<p>\$.</p>
	<p>\$.</p>
	<p>\$.</p>
	<p>\$.</p>
	<p>\$.</p>
	<p>\$.</p>

CURRENCY VALUES

Coins	Number Value	Written Value	Decimal
	5c	five cents	\$0.05
			
			
			
			
			

HOW MUCH MONEY IS THIS?

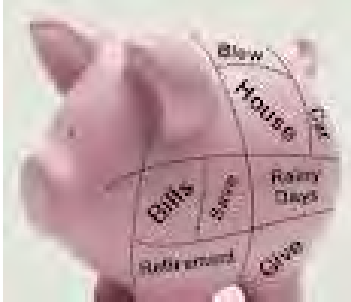
	\$0.30
	\$.
	\$.
	\$.
	\$.
	\$.
	\$.
	\$.

Counting.

Activity One: How many is that?

Oral practise: counting.

- ❖ How many people are in this room?
- ❖ How many males are here?
- ❖ Number the females?
- ❖ Count the number of feet?
- ❖ How many toes on one foot?
- ❖ How many toes are there in this room?
- ❖ Discover how many eyes are in the room?



MAKING A BUDGET



Managing Your Money

Paying your bills



Budgeting - Controlling Your Money :Teachers' notes

What is a budget?

A budget is a "*plan of expenditure in relation to income*" (The Australian Concise Oxford Dictionary) i.e. How much money I have got and how I will spend it.

Use the mind-map to show examples of expenses put forward by the students. Suggest if possible making an A3 copy for the whiteboard so as to save the group's responses.

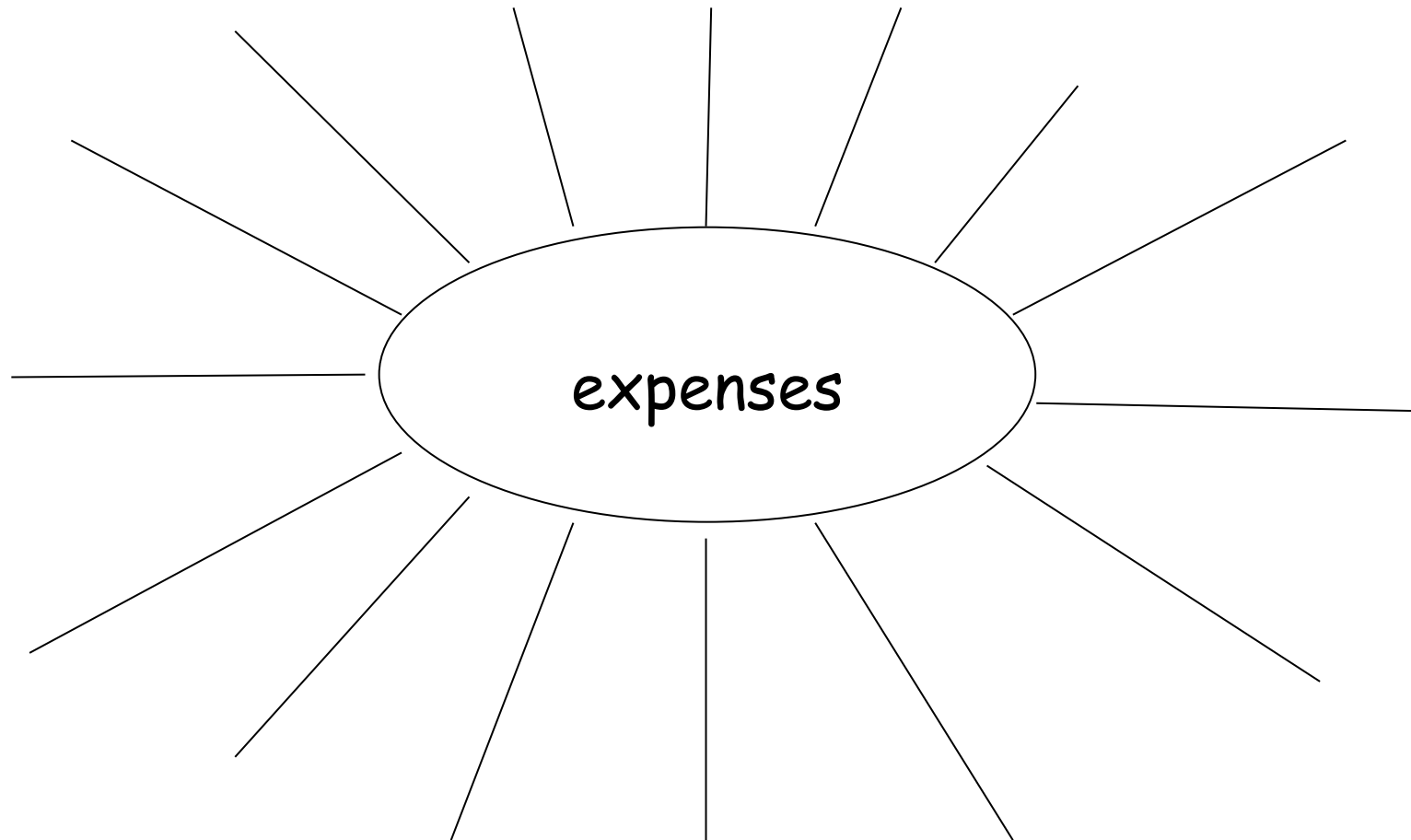
Discuss the examples and place into categories e.g. household / medical / transport / educational / personal / social.

Discuss each category as well as identifying them using the *What If?* document to stimulate discussion. Basically this is an oral activity.

Prioritise the expenses from the most important to the least important. Is this the same for everyone in the class?

Discuss the categories in terms of NEEDS and WANTS i.e. what do I need to spend my money on? What would I like to spend my money on?





?

1. What if the rent is due to be paid?
2. What if the electricity bill is very high?
3. What if the water bill is very high?
4. How can mobile phone bills be paid?
5. In the supermarket, how can I get the best value per dollar?
6. How does my local medical centre charge for consultations?
7. Where do I travel to each week?
8. What type of transport do I use to get there?
9. Where do I enjoy doing my shopping?
10. Where can my children and I visit for free?

Prioritising Expenses

Discuss the expenses listed in the categories. Number the expenses in order of importance.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

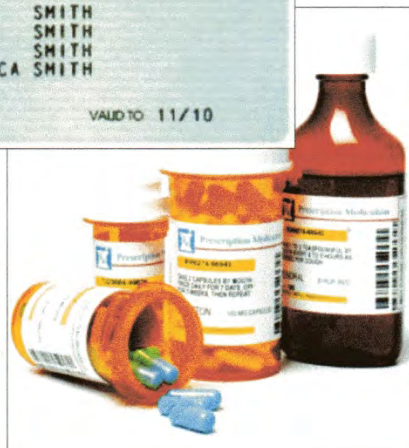
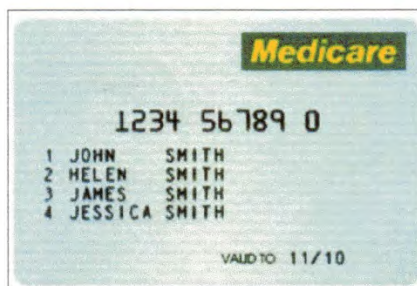
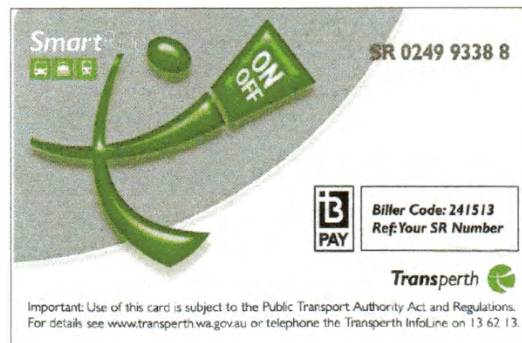
MAKING A BUDGET

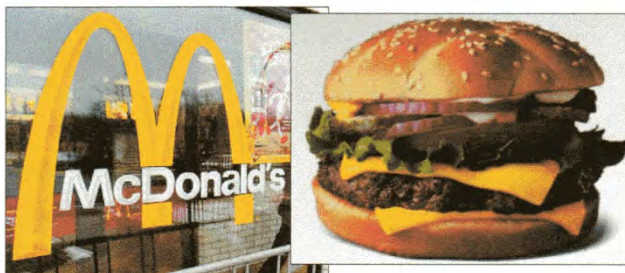
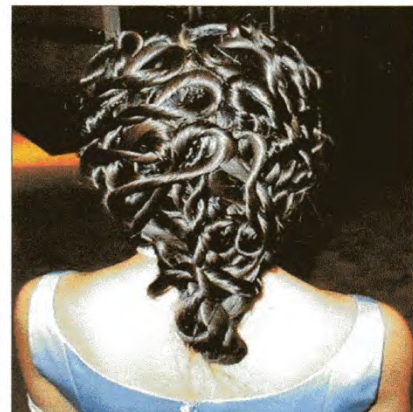
'NEEDS' and 'WANTS'

★ DO I NEED THIS? YES! = I DO HAVE TO HAVE IT.

★ DO I WANT THIS? YES = BUT I DON'T HAVE TO HAVE IT.

😊 TICK  THE PICTURES YOU NEED.






Making a Budget - part 1

- First, you have to decide what is a 'NEED' and what is a 'WANT'.

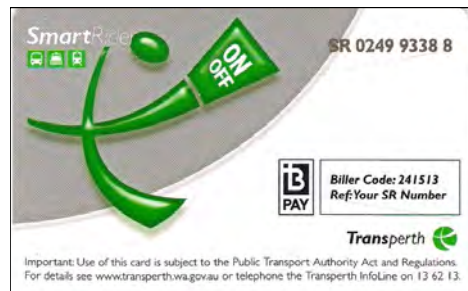
A NEED = "Do I need this? Yes! I do have to have it."

A WANT = "Do I want this? Yes, but I don't have to have it."

- Next, look at the pictures below and put a tick  next to all the pictures of things you need.


☐

☐

☐

☐

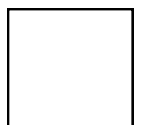
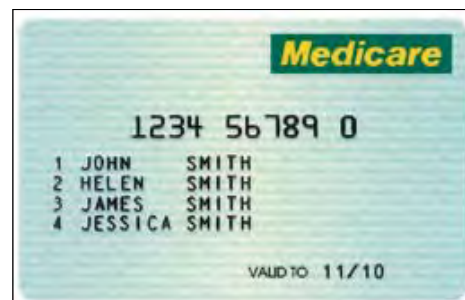
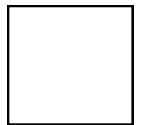
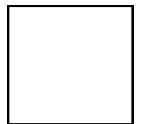
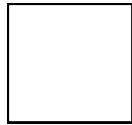
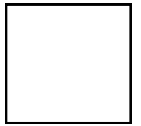
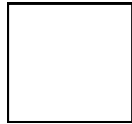
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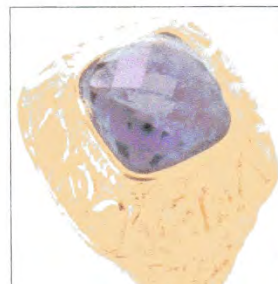
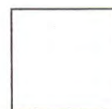
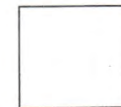
☐

☐

☐

☐





Things I need

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Extras:

Things I want

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Extras:



Managing Your Money

Expenditure: Bills to be paid. Some are weekly bills and some will be monthly bills. Weekly bills will have priority whilst others will need to be saved for.

Expenses(bills)	Weekly or Monthly
• Food	
• Electricity	
• Gas	
• Rent	
• Water	
• School	
• Personal	
• Social/Savings	
• Transport	

You will receive \$1005 each week.

Priority of each bill	Name of expenses/ bill	Amount	Amount you will pay	Total

Household	Medical	Transport	Educational	Personal	Social		

Budgeting - Reading the Phone Bill

Questions

1. What does *bill* mean?
2. What does *Total amount due* mean ? What is the *Total amount due* for this bill ?
3. What does *New charges* mean ? What are the *New Charges* for this bill?
4. When is the *Payment due* for this bill ?
5. How can *Paying Your Bill* be done ?
6. What phone number is used for *Enquiries* for this bill ?
7. What is included in the *Breakdown* of this bill ?
8. What types of *Calls* can be made
9. How can you find out the length of time spent on each type of call?

Budgeting for Gas/Electricity & Water Bills

Vocabulary

gas
Alinta
electricity
Synergy
water
invoice
payment
payable
adjustments
due
previous
outstanding
balance
amount
current
charges
supply
period
usage
consumption

Budgeting - Reading the Phone Bill

Vocabulary

account	total due
cash	GST
account number	cheque
bill	credit card
bill number	fee
billing period	Bpay
charges	registration number
balance	POSTbillpay
new charges	
direct debit	
automatic	
flexible payments	
fixed payments	
online payments	
benefits	
discounts	
breakdown	
flexi-plan	
local calls	
STD calls	
international direct calls	
standard	
rental	
enquiries	
faults	
services	

Label the parts of the bill

A Organisation or company
C When to pay
E How much to pay
G Return section

B Account number
D Who is the bill for
F Enquiries number

yes' OPTUS

Tax Invoice
Optus Billing Services Pty. Ltd.
ABN 95 088 011 536
Invoice Number 290380733

Need Help?
Visit www.optus.com.au
Call 1300 768 453 for help
during Mon-Fri (8am-7pm)
Sat (9am-5pm) local time

Customer Account Number **6001 3113 550 09**

Previous Account	Payments and Adjustments	GST Adjustments	Balance Forward
98.59	98.59CR	0.00	0.00

JOHN CITIZEN
1313 MOCKINGBIRD LANE
MYMIND MA 2020

SUMMARY OF CHARGES

Account Charges	0.90
Telephony Charges	76.84
GST	7.77
New charges (including GST)	85.51
Balance forward	0.00
Card payment (including GST) to be applied on 16 Mar 09	\$85.51

Issue Date 27 Feb 09
Account period 28 Jan 09 to 27 Feb 09

Optus has a long standing partnership with Australian Wildlife Conservancy and is committed to helping protect Australia's threatened wildlife and their natural habitats. To find out more and see what we have been doing visit optus.com.au/wildlife

yes' OPTUS

PAYMENT SLIP
For JOHN CITIZEN
+80273167000109<0000008551<973+

Customer Account Number **6001 3113 550 09**

Please do not pin or staple the payment slip
Please include this slip when paying your account

Optus Billing Services Pty Ltd
GPO Box 4101
SYDNEY NSW 1120

*825 80273167000109

New charges due	16 Mar 09
Total amount due	\$85.51

How to Pay



Bill Code: 3061
Cust Ref: 80273167000109

Optus Billing Services Pty Ltd
ABN 95 088 011 536
Acting as agents for:

Optus Mobile Pty Ltd
ABN 65 054 365 696

Optus Insurance Services Pty Ltd
ABN 12 005 711 928

Optus Rental and Leasing Pty Ltd
ABN 77 067 042 111

Optus Administration Pty Ltd
ABN 79 055 136 804

Optus Networks Pty Ltd
ABN 92 008 570 330

Optus Vision Pty Ltd
ABN 50 066 518 821

BPAY® this payment via Internet or phone banking*.
BPAY View™ - View and pay this bill using Internet banking.
BPAY View Registration No: Customer Reference number as shown in the box above.



POSTbillpay®
In person at any Post Office, by phone 13 18 16 or go to www.postbillpay.com.au. A transaction fee of \$0.55 will apply for these payments. **Billpay code 0825** and **Optus customer account number**.



DIRECT DEBIT
Use the Optus AutoPay service to have the total amount due deducted from your nominated savings, cheque or credit card* account on the due date. You will receive your bill prior to the due date to ensure you have time to call us with any queries. To apply please call the Bill Enquiries number on the front of this bill.



INTERNET

www.optus.com.au Visit the "Pay My Bill" option to pay by credit card*. Please note that transaction limits may apply.



CREDIT CARD

Call Optus on 1300 309 309 anytime to pay your bill from your credit card*. Please note that transaction limits may apply.



MAIL

Detach the payment slip from the bottom of this bill and return it together with your cheque. Cheques to be made payable to "Optus Billing Services Pty Ltd."



TTY

Customers who are deaf or have a hearing/speech impairment and who have access to a TTY machine, please call 1800 500 002 for bill payment and bill queries. This telephone number is only suitable for TTY machines and will not accept voice calls.

*Payments made via debit, charge or credit card will incur a 1% (incl. GST) payment processing fee. The fee will appear on the next account after the bill is paid.

Accounting Period When you receive your account you may notice that some details refer to a prior period. This is because some information may not have been available when processing your account. These details are not duplicate charges or charges made in error.

Calling Number Display To find out whether your number is being displayed when you make a call please call 1300 554 536.

Insurance If an Insurance Charge appears on your account, we will renew your current cover which ends at midnight on the last day of the Service Charge period. Obtain confirmation of cover by calling the Customer Care number on the front page of this bill. For more information on insurance visit www.optus.com.au/insurance.

SERVICE LEVEL SUMMARY

Optus Telephone Serv: 08327 4327		Optus Fusion \$69	Total Cost	\$76.84
Recurring Charges				62.73
Local Calls	32 calls	total duration	3:56:24	5.82
13/1300 Calls	5 calls	total duration	0:17:59	1.25
National Calls	11 calls	total duration	2:13:39	30.79
Calls to Mobile	11 calls	total duration	0:48:28	14.68
International Calls	15 calls	total duration	7:13:39	80.79
Discounts				38.43CR

Label different types of payments & calls

A Post Office
B Direct Debit
C Internet
D Credit Card
E Mail

1 Local calls
2 International calls
3 National calls
4 Calls to mobile

How to Pay

INTERNET
www.optus.com.au Visit the "Pay My Bill" option to pay by credit card*. Please note that transaction limits may apply.

CREDIT CARD
Call Optus on 1300 309 309 anytime to pay your bill from your credit card*. Please note that transaction limits may apply.

MAIL
Detach the payment slip from the bottom of this bill and return it together with your cheque. Cheques to be made payable to "Optus Billing Services Pty Ltd.".

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POSTbillpay®
In person at any Post Office, by phone 13 18 16 or go to www.postbillpay.com.au. A transaction fee of \$0.55 will apply for these payments. Billpay code 0825 and Optus customer account number.

DIRECT DEBIT
Use the Optus AutoPay service to have the total amount due deducted from your nominated savings, cheque or credit card* account on the due date. You will receive your bill prior to the due date to ensure you have time to call us with any queries. To apply please call the Bill Enquiries number on the front of this bill.

Optus Billing Services Pty Ltd
ABN 95 088 011 536
Acting as agents for:
Optus Mobile Pty Ltd
ABN 65 054 365 696
Optus Insurance Services Pty Ltd
ABN 12 005 711 528
Optus Rental and Leasing Pty Ltd
ABN 77 067 042 111
Optus Administration Pty Ltd
ABN 79 055 136 804
Optus Vision Pty Ltd
ABN 92 008 570 330
Optus Vision Pty Ltd
ABN 50 066 518 821

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National Calls	11 calls	total duration	2:13:39		30.79
Calls to Mobile	11 calls	total duration	0:48:28		14.68
International Calls	15 calls	total duration	7:13:39		80.79
Discounts					38.43CR

Account No: 8027316700802731 Issue Date: 27 Feb 09 Page 2 of 5

Label the parts of the bill

A Organisation or company

C When to pay

E How much to pay

G return section

B Account Number

D Who is the bill for

F Ring for enquiries

Electricity Account - Tax Invoice

Account Number: 6853241

Mr A. Aden
25 Elvira Road
Mirrabooka 6061

synergy
ABN: 71 743 449 634
GPO Box 11911
Perth WA 6001

ENQUIRIES
13 13 53
TTY: (08) 9221 8688
Interprint Service 13 14 00
synergy.net.au
Date of Issue: 30/04/2010

Payable By
18 May 2010

TOTAL DUE
\$70.35
(Includes GST)

Account Summary:

Total of Previous Bill	Payments & Adjustments	Balance	Current Charges	
\$94.60	\$94.60CR	\$0.00	\$70.35	\$70.35

Supply Period: For 60 Days From 22 Feb 2010 To 22 Apr 2010
Supply Address:

Please note new tariff rates are effective from 1 April 2010 as shown on this bill.
For further information and handy tips to help you reduce your electricity use visit synergy.net.au

Account Comparison:

Month	Usage (kWh)
April 2010	450
April 09	350
Nov 08	250

Average Daily Consumption:
3 units
Average Daily Cost:
\$1.17

synergy PAYMENT SLIP

Direct Debit call 13 13 53 or visit synergy.net.au/directdebit

Send your cheque payable to **synergy** with this payment slip to GPO Box 11911 Perth WA 6001. (Subject to being met on first presentation)

Visit synergy.net.au/easypay or call 1300 650 900 with your Visa, MasterCard or AMEX details.

Consult your participating financial institution to make a payment of more than \$10 using your debit card.

Pay by cash, cheque or EFT/ol of any post office.

Payment Number
18 May 2010
TOTAL DUE
\$70.35

<0000007035> <000260> <000247323652005>

Circle true or false

Payment Slip

Are you moving or selling?
Please call us on 13 13 85

ARE YOU REGISTERED FOR A CONCESSION?
If not, and you hold a Pensioner or State Concession Card, a Commonwealth Seniors Health Card with a WA Seniors Card or a WA Seniors Card visit our website and follow the link to **Concessions** or call 1300 659 951 now to register.

Enquiries 13 13 85 **Payment Difficulties?** 1300 659 752

Telephone Typewriter (TTY)
1800 063 508

Website: www.watercorporation.com.au
E-mail: cust_centre@watercorporation.com.au

Account Number **Please Pay** **\$31.30**
Payment Due By **19 November 2008**

 **WATER CORPORATION**
ABN 28 003 434 917


*690 9002903159
01703903

<0000003130> <066304> <000090029031596> >

WAYS TO PAY YOUR ACCOUNT

Direct Debit
To establish automatic payment of accounts from your nominated bank or financial institution, call 13 13 85 to make application over the phone.

Mail
Send your cheque made payable to 'Water Corporation' with your payment slip to:
WATER CORPORATION
PO BOX 1600, OSBORNE PARK DC, WA 6916

B-Pay
Contact your bank or financial institution to arrange payment.
Bill Code: 8805 * Ref: 90

Internet *
Follow the prompts to 'Pay Your Account Online' at:
www.watercorporation.com.au

POST Billpay
Pay in person at any Post Office.

Telephone *
Call 1300 366 067 to pay your account using your Visa card or MasterCard.

* The MAXIMUM you can pay by credit card is \$5,000

- | | | |
|---|---|---|
| 1. You can pay this bill by phone. | T | F |
| 2. This is a phone bill. | T | F |
| 3. You can make payment at the post office. | T | F |
| 4. The bill is for \$43.40 | T | F |
| 5. You must pay by 19/11/08 | T | F |
| 6. Phone 1300 659 753 if you are having payment difficulties. | T | F |

Read the bill and answer the questions

1. Who is the bill for?

2. Who is the bill from?

_____.

3. How much is the bill for?

_____.

4. How much is the outstanding balance?

_____.

5. When must the bill be paid?

_____.

6. What is the telephone number of the interpreter service?

7. What number do you telephone when you have a fault?

8. What was the previous balance?

Listen and Read Syllables

One syllable words - fee cash due card

Two syllable words - pay/ment state/ment bal/ance cre/dit

Three syllable - fort/night/ly cal/en/dar in/ter/net

Listen and write each word from the box under the correct heading.

gas	electricity	water	invoice
payment	adjustments	rent	consumption
charges	due	supply	transaction
bill	usage	pay	outstanding

one syllable words	two syllable words	three or more syllable words

Practise your spelling

read and say	cover and write	check and write
payment		
due		
receipt		
deposit		

MOBILE PHONES



Activity

Write each word or phrase from the box under the correct picture

SMS texting

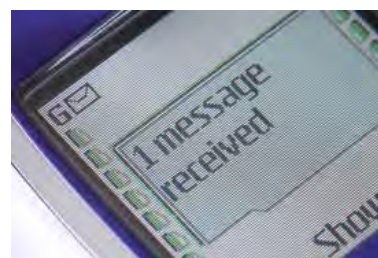
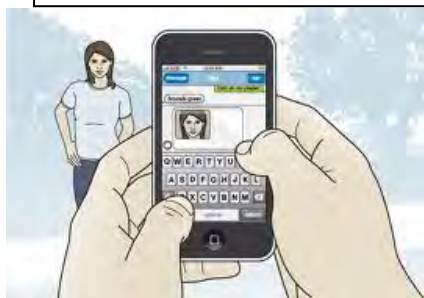
MMS/video/audio

camera

battery charger

keypad

screen



Activity:

What can I do on my mobile phone?

My mobile phone has:

- a phone ☐
- keypad ☐
- a camera ☐
- an MMS/video/audio ☐
- an alarm ☐
- a battery charger ☐
- a video recorder ☐

On my mobile phone I can.....Use the words from activity above

1. I can **get** a call on my mobile.
2. I can **make** a _____.
3. I can **send** _____.
4. I can **take** _____.
5. I can **use** _____.
6. I can **set** _____.
7. _____.

Place a X next to the pictures where you think we should turn off our mobile phones.
Write why we should turn them off in these places.

















Classroom Mobile Phone Rules



- ❖ Turn our phones off before class
- ❖ If you are expecting an urgent call, set your phone on **vibrate** only.
- ❖ Leave the room to answer an urgent call. Explain the situation to your teacher.
- ❖ Don't take someone's photo without asking.
- ❖ Don't send messages with bad language.
- ❖ Don't send or read text messages in class.

THE STORY OF MY NEW MOBILE

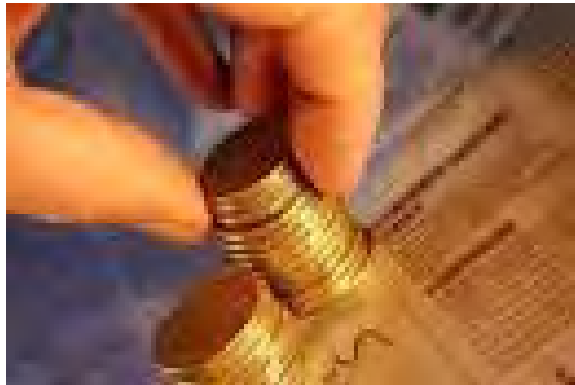
Create a story (guided by the questions below) about a person who is helping their friend to buy and use a mobile phone.

- + What is the name of the person who is helping?
- + What is the friend's name?
- + What does the friend want to buy? What brand?
- + Why does the friend want to buy a mobile phone?
- + Where can the friend buy it?
- + How much money can the friend spend on it?
- + Does the friend want to buy a phone card?
- + Where can the friend buy it?
- + How much will the phone card cost?
- + Is the friend happy with their new mobile phone?
- + Can the friend afford to use her/his new mobile phone?

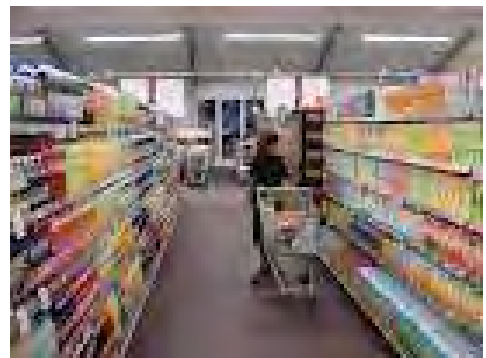
- The story is created orally and then written on the board. Sentences are written as dictated by the students.
- Written sentences are then altered, where necessary, to show the correct grammar.
- The created story is then ready to be used wondrously!

MOBILE PHONE CARD SURVEY

What brand is your phone card?	How much did it cost?	How do you renew it?	How much do local calls cost?	How much do international calls cost?



Money Saving Ideas





Before you buy something, ask yourself, “Do I really need this?”

1. Make a family budget.
2. Find out what you have to spend each day.
3. Try not to spend more than this amount.

😊 **Buying food for the family** is expensive. Plan recipes for the family’s meals for a week. Also pack your children healthy school lunches. Canteen school lunches cost more.



😊 **Food you cook** is healthier for you and your family. It costs less than cans, packets, or frozen food too.

😊 **Make a shopping list** of all the groceries you will need for the week. Keep it on the 'fridge.

😊 **Look in the Mirrabooka weekly catalogues;** IGA, Coles and Woolworths, for the “*specials of the week*” and buy from the cheapest shop.



- ☺ **It is cheaper to shop once a week.** If you shop every day, you pay more for bus fares or petrol for the car. And you may buy things that you don't really need.
- ☺ **Be careful at the checkout.** Stores put lots of things in this area that they want you to buy. This is called “*Impulse Buying*”. So only buy them if you need them!



- ☺ **Do your fruit and vegetable shopping** at a local market. It is a lot cheaper than the supermarket.

- ☺ **Shop Saturday mornings**, or on a week day, late in the afternoon. The shops need to sell their



perishable foods and often lower the prices of their meat and vegetables.

- ☺ **Meat is expensive**, so buy the cheaper cuts of meat. Cook your meat longer to make it tender and tasty to eat.



- ☺ **Save money on your family's clothes.** Twice a year, the department stores all have BIG sales; after Christmas in January "*the January Sales*" and at the end of June "*the Stocktake Sales*".

- ☺ **Read the brochures** that come in the mail box. Big W, Target, K Mart and Best & Less have '*specials*' (bargains) on their clothing and shoes. Compare the prices in the catalogues and buy the cheapest. *Summer and Winter Sales* are also good times to buy cheap clothing.



- ☺ **Shop in the Good Sammy shop,** Salvation Army and St. Vincent de Paul stores for second-hand clothes. They also have seasonal sales, so ask at the front counter when the next sale will be.

- ☺ **Books and magazines** are expensive. Join the local library—it's free and there are lots of books in different languages. They even have a lot of different magazines you can borrow.



- ☺ **Water, electricity and gas** cost a lot. Buy a cheap ‘hour-glass’ shower timer. Put it on the wall in the shower. If everyone takes only 4 to 5 minutes to shower, you can save up to \$160 per year in your utility bills.



- ☺ **Fix dripping taps!** The water from a dripping tap will fill 5 bathtubs in one month — very expensive for you!
- ☺ **Washing in hot water makes your Synergy bills** dearer. Use a water-efficient washing machine and wash with the cold water cycle. You can save up to \$100 every year by doing this. When your **Synergy** bill comes in the mail, make sure they have given you your rebate.

- ☺ **Turn off all your appliances;** microwave, hot water kettle, toaster, TV, radio, etc. at the wall socket. If you do this all the time you can save about \$150.00 every year on your Synergy bill. Turning off the lights in each room when no one is in them will also help you save on your electricity bills.



3

Bills

You have received these bills in the mail.

- Where are they from?
- How much must you pay for each?
- How much would you pay altogether?
- Which one would you pay first?

Telstra Bill
Telstra Cooperation Ltd.
A.C.N. 567 9999 235 597

Your account Number
07 675 6666 123 978

Reminder: Payment of y

Mrs Moore
13 Peyton P
Mirrabool

Your Tele

Date of issue
16 Feb 2011

STATEMENT OF ACCOUNTS
Croxtan Newsagency and Station
509 High street
Balga 6045
Phone or fax: (08-) 96234596

Mary Moor
13 Peyton Place
Mirrabooka 6037

Daily Newspaper Acct..
26 Jan 2000

26 Jan -26 Feb 2011
Total Amount \$40.00

United Energy Ltd.
GPO Box 22

GPO. Box 36
Perth 6000

Account Number:
9672

Mrs M. Moore
13, Peyton Place
Mirrabooka

Service Address.
13 Peyton Place. Mirrabooka 6037

Amount Due
\$ 84.30

Customer Enquiry 13000

(24 hours)

Next Scheduled reading
30 march 2011

TELSTRA

Bill enquires
130066

Total Amount Payable
\$ 378.26.

West Water Limited
G.P.O.768
PERTH
ACN 078 876

Mrs M Moore
13 Peyton Place
Mirrabooka 6037

Total Amount

Account Enquiries 131 678
8.00am to 5.30pm. Mon-Frid.
Account Number : 17

Account Number : 178964

\$610.50

Please the amount By
18th Feb. 2011

SAVE \$\$\$, MORE COUPONS, DAILY REWARDS &

SAVE \$\$\$, MORE COUPONS, DAILY REWARDS & PRIZES AT: www.hotdockets.com.au

PRIZES AT: www.hotdockets.com.au

pretzels2go **Hillarys** **9401 3300**

Present this SHOP-A-DOCKET® offer for

10% OFF STOREWIDE*



BARBEQUES GALORE

BBQ Better.

- Huge range
- Expert advice
- Best value

Visit www.barbequesgalore.com.au for full list of participating stores. *Not valid in conjunction with any other offer or discount. Excludes Weber products, delivery and assembly, interest free finance, gift cards, and wood burning products. Valid at participating stores only. VALID UNTIL 06-09-2010

Canberra's Celebration of Spring

\$2139 per person twin share

Mention or present this SHOP-A-DOCKET® offer for a **Floriade - Rail & Bloom** 8 days. Fr \$2139pp twin. All inclusive of...

- 3 nights aboard the **Indian Pacific** from Perth to Sydney in Gold service and all meals • Flight from Sydney to Canberra
- 4 nights accom at The Oaks-Historic landmark hotel incl. FREE breakfast & FREE Floriade transfers • Discover Canberra treasures tour • Highlights Australian War Memorial, National Gallery, Parliament House & more • Return flight from Canberra to Perth travel 11 Sep 2010 - 10 Oct 2010

call the travel centre **1300 854 897**

Conditions apply. Limited availability, subject to change and seasonal surcharges. From prices based on passenger pricing, per person twin share. Sale ends 31 August 2010 travel period ends 31 Dec 10.

Present this SHOP-A-DOCKET® offer to receive a

Half Price Meal

Buy 1 main meal & receive a 2nd meal for half price (up to equal or lesser value)

Zeno's Cafe

SORRENTO QUAY BOARDWALK
HILLARYS 9246 3950

NOT VALID DINNER FR-SUN OR LUNCH ON SUN. NOT VALID PUBLIC HOLIDAYS OR WITH DAILY SPECIALS. VALID UNTIL 04-09-2010

Walk on Dry!

3 Rooms Dry Cleaned \$119 PLUS 4th Room FREE

FREE

The ONLY Professional Carpet Cleaner approved for the National Asthma Council Australia's Sensitive Choice Program.

CALL US NOW! 13 18 43

Present this SHOP-A-DOCKET® offer to receive a

MAJOR SERVICE, TUNE & SAFETY CHECK FROM ONLY \$105

- Full electronic tune up
- New standard spark plugs & contact set
- New oil filter
- Full grease & oil change (up to 5 litres)
- Brake inspection & adjustment
- Cooling system test
- Safety check & report
- FREE VACUUM
- MTH OR 10,000KM WARRANTY

BRAKE SPECIAL \$95 FRONT OR REAR

QUOTE ON LOG BOOK SERVICING

ST Automotive Repairs Unit 4/9 Prindiville Dr WANGARA P: 9309 1855

Lic. MRBT355 OPEN MON-FRI 7.30AM - 5PM MTA MEMBER

Present this SHOP-A-DOCKET® offer for

FREE PEST CONTROL!

SAVE OVER 30%

One call and they're gone!



WELCOME TO
North Beach IGA
08 9447 1909

ABN: 41651873041
TAX INVOICE

%#KLEENEX MARINE	6PK	3.69
H/FRESH MILK 1L		1.87
BLACK/G BUTTER PATS	250G	1.78
#MCCN BABY BEANS	500G	2.39
#HELGA BRD W/MEAL GRAIN	850GM	2.99
#ONIONS BROWN LOOSE KG		0.50
0.335kg @ \$1.49 /kg		
*#TOMATOES LOOSE P/KG		0.93
0.465kg @ \$1.99 /kg		
MUSHROOMS KG		2.60
0.260kg @ \$9.99 /kg		
POTATOES ROYAL BLUE KG		1.88
0.470kg @ \$3.99 /kg		
CARROTS P/KG		0.47
0.190kg @ \$2.49 /kg		
CELERY PIECES P/KG		0.78
0.195kg @ \$3.99 /kg		
ZUCCHINI EACH		1.99
APPLES PINK LADY P/KG		1.46
0.365kg @ \$3.99 /kg		
GARLIC P/KG		2.55
0.085kg @ \$29.99 /kg		
LOW FAT MINCE P/KG		7.35
SUBTOTAL		33.23

COMMONWEALTH BANK EFTPOS
SAI ENTERPRISES AUST
NORTH BEACH WA 4
TERMINAL 26000904
REFERENCE 056313

CUSTOMER COPY
CARD NO: 560251-760(s)
EXPIRY DATE: 08/13
24 AUG 2010 09:21

DEBIT
CHEQUE
PURCHASE \$33.23
CASH OUT \$50.00
TOTAL AUD \$83.23

APPROVED 00
REF NO: 3957

TOTAL for 15 ITEMS \$33.23
EFTPOS ~~\$83.23~~
CASH OUT ~~\$50.00~~
TRANSACTION INCLUDES GST: ~~\$0.34~~
% Indicates Taxable Supply
Indicates Special Savings

By purchasing our specials you saved \$5.11
on our already low prices
THANK YOU FOR VISITING
Trading hours:
7.30am to 8pm 7 days a Week

Feel free to email feedback to
nbiga@bigpond.com

24/08/10 09:26
CASHIER:

04/3957
10104

MONEY

Supermarket Receipts: What to look for....

1. What information can be gained from a supermarket receipt?

- ✓ ._____
- ✓ ._____
- ✓ ._____
- ✓ ._____
- ✓ ._____
- ✓ ._____
- ✓ ._____

2. What is the GST?

3. Explain EFTPOS.

What do the following firms offer?

- ✓ Barbeques Galore_____
- ✓ Travel Centre_____
- ✓ Zeno's Cafe_____
- ✓ Walk on Dry_____
- ✓ Automotive Repairs_____
- ✓ Free Pest Control_____

PAST AND PRESENT TENSE

In some stories time markers are present.

Markers of time give readers an understanding that time has passed in the story.

Read the story together:

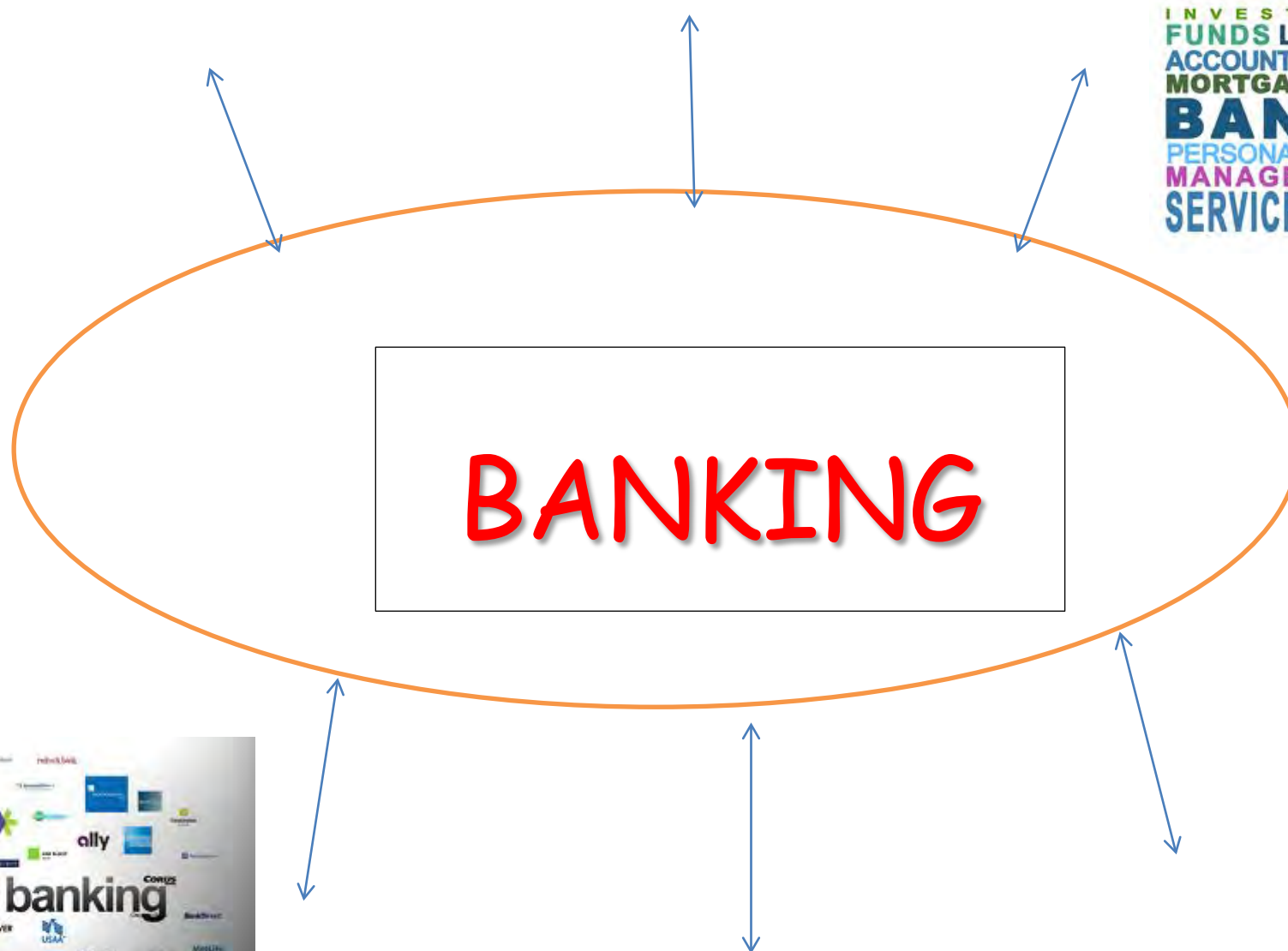
One day Mohamid went to an electrical shop. He bought a small radio and showed it to his friend Achmed. Later they met Habiba in the street. After that, they went to the ATM to get some money to pay their rent.

Underline the time markers in this story

Complete the following tables writing the correct tenses

Present	Past
look	
	asked
show	
	discussed
meet	
listen	

Present	Past
chat	
have	
	went
get	
tell	
	bought



INVESTING TOOLS
FUNDS LOAN MUTUAL
ACCOUNT CREDIT CARD
MORTGAGE INSURANCE
BANKING
PERSONAL BUSINESS
MANAGEMENT MONEY
SERVICE FINANCIAL
INVESTMENT



Banking Vocabulary

Verbs: fill in	Verbs: sign
deposit	balance
withdraw	loan
Nouns: account	Nouns: payee
balance	deposit/withdrawal slip
bank charges	statement
loan	teller
ATM	signature
EFTPOS	cheque

MONIES

WORD SCRAMBLE

ACHS	
PYA	
CINO	
CQEHEU	
EELLRT	
PITODSE	
LAABNEC	
CCAUTON	
TTTEESAMN	
DAIWWTHR	

WORD SCRAMBLE ANSWERS

ACHS	CASH
PYA	PAY
CINO	COIN
CQEHEU	CHEQUE
EELLRT	TELLER
PITODSE	DEPOSIT
LAABNEC	BALANCE
CCAUTON	ACCOUNT
TTTEESAMN	STATEMENT
DAIWWTHR	WITHDRAW

Matching Logos with Names

<p>A</p> 	<p>B</p> 	<p>C</p> 
<p>D</p> 	<p>E</p> 	<p>F</p> 
<p>G</p> 	<p>H</p> 	<p>I</p> 
<p>J</p> 	<p>K</p> 	<p>L</p> 

	Australia Post
	Telstra
	Commonwealth Bank
	Australia and New Zealand Bank
	Synergy
	Optus

	Water Corporation
	National Australia Bank
	Westpac Bank
	Alinta
	Bankwest
	Qantas

Suggestions of oral questions for Matching Logos worksheet

Which companies might you need to pay a bill for?

Which logos belong to banks?

Which one do you bank with? (Which bank does your money go to?)

Which companies provide a telephone service? What other telephone companies do you know?

Which is the gas company?

Which is the electricity company?

MONEY

Banking

Match the verbs and nouns (one verb can be matched with more than one noun)

Use the following words to complete a phrase: the , a , an.

Write the phrases in the lines below.

1. Transfer		A Money
2. Fill in		B account
3. Pay		C bills
4. Follow		D payment
5. Sign		E balance
6. Deposit		F instructions
7. Make		G cheque
8. Pay into		H form

READING. This activity can reinforce your banking vocabulary. It can give us an opportunity to pronounce the words correctly putting the stress, and stress within sentences, in the right place.

It is Thursday morning, and Peter is at the bank. He is withdrawing \$1,500 from his savings account. There is an \$8.00 bank charge. Peter needs cash because he is going to buy a TV. It is cheaper if he pays cash.

After shopping, Peter will meet his wife for lunch at a café. Peter will use his credit card to pay for lunch. A credit card allows customers to pay without using cash.

Structures

Making enquiries	<p>Could you please give me some information on</p> <p>I'd like some information about</p>	<p>Savings accounts</p> <p>Current interest rates</p>
Making requests	<p>I'd like to</p> <p>I just want to</p>	<p>Open a savings account</p> <p>Deposit this money/cheque into my account</p> <p>Withdraw \$1,500 from my account</p>
Providing identification	<p>I've got my passport/driver's licence.</p> <p>Is my driver's licence/student card OK?</p>	
Asking for help	<p>Could you please help me?</p> <p>Could you tell me how to?</p> <p>I've got a problem</p>	<p>Fill in/complete this deposit/withdrawal slip</p> <p>Deposit this cheque with the ATM</p> <p>Remembering my pin number</p>

Money

Banking: Using the bank forms provided complete the activity.

Withdraw money from your account:

Debit Form information:

Date: 26th September 2010

Type of account: Statement Account

Account Name: African Entertainment Group

Account Number: 692 235478491

Debit amount: \$536.34

Deposit money into your account

Deposit form information:

Date: 30th August 2010

Type of account: Statement Account

Account Name: African Entertainment Group

Account number: 692 23478491

Credit amount: Cheque \$2500.00

Cash: \$621.35

Total amount \$3121.35

NB. Both parts of this form must be completed.

A Cheque

AUSTRALIAN BANK

Statement Account

Account Number: 692 235478491

Pay African Entertainment Group

Date. 30.8.10.

The sum Two Thousand and five hundred Dollars

\$2500.00

Signature Steven Jones

B Complete this cheque with information provided above.

AUSTRALIAN BANK

Pay _____ **Date** _____

The sum _____

_____ **\$** _____

Signature _____

Mai's Expensive Holiday



Vuong and his family come from Vietnam. He has two daughters. One was born in Vietnam and the baby was born in Australia.



Vuong works in a market garden growing strawberries.



The family rent their house from Homeswest.



Tan, Vuong's wife, likes gardening.



She grows lots of vegetables, which means they save money on food bills.



Mai is in year ten at high school and wants to go on the school excursion to Mount Buller in Victoria.



Vuong thinks it will be too expensive to send Mai on the excursion.

Vuong and the family decide to plan a budget so that Mai can go on her excursion.

New Words

How can this family save enough money to send Mai on her school excursion?

Mai's Expensive Holiday

Vuong and his family came to Australia from Vietnam. Vuong has a wife whose name is Tan and two daughters. The older girl is called Mai. She was ten when they came to Australia. Now she is fifteen. Kim is the baby. She is only ten months old and was born in Australia.

Vuong works in a market garden growing strawberries. When it is strawberry season he has to work very hard because the berries need to be picked when they are just ripe. Sometimes he has to work very long hours but that means he gets paid overtime. That is very helpful because keeping a family is very expensive.

The family rent their house from Homeswest. The house has three bedrooms so the girls can each have a room. They also have a big garden. At the front there are some native trees and grass but at the back Tan has planted many vegetables. There is a lemon tree too, which nearly always has a ripe lemon ready to pick. Tan likes to do the gardening and the family enjoys eating the things she grows. It also means they do not have to spend so much money on vegetables as they grow their own.

Mai is at high school and she has just started year ten. Year ten is a very important year for Mai because this year her class plans to go on a school excursion to Mount Buller in Victoria. They will see snow and learn to ski. Mai has

never seen snow before. She really wants to go on the school excursion but Vuong thinks it will be too expensive. They may not be able to get enough money to pay for the trip, which will cost over two thousand dollars.

The school excursion is planned for August and the money has to be paid by July. That means they only have five months to save enough money for the trip. Vuong and the family decide to work out how much money they need for their expenses and then see if they can put any aside for the excursion. Mai has to work hard at school but she thought she might be able to earn some money babysitting for friends and neighbours. She can save some spending money for the excursion.

The first expenses they think of for a budget are rent, food, groceries and transport. Vuong and Tan share a car and Mai has to go to school on the bus. Some things aren't paid for every week or fortnight such as telephone, water, gas, electricity and insurance. Clothes and shoes also need to be included because Kim grows out of her clothes very quickly and Vuong needs new boots for his work.

How can this family save enough money to send Mai on her school excursion?

Mai's Expensive Holiday

Vuong and his family came from Vietnam. Vuong has two daughters. One was born in Vietnam and the other, a baby, was born in Australia.

Vuong works in a market garden growing strawberries.

The family rent their house from the Homeswest. Tan, Vuong's wife, likes gardening. She grows lots of vegetables, which means they save money on food bills.

Mai, the eldest daughter, is in year ten at high school and wants to go on the school excursion to Mount Buller in Victoria, Australia. Vuong thinks it will be too expensive.

Vuong and the family decide to plan a budget so that Mai can go on her excursion.

How can this family save enough money to send Mai on her school excursion?

New Words

How can this family save money to send Mai on her school excursion?

Comprehension.

1. Where did Vuong and his family come from? _____
2. What did Vuong think was too expensive? _____
3. How did Vuong's family save money? _____
4. Who wanted the money? _____
5. The excursion was to Singapore? YES NO.

Ten Mistakes.

Vuong and his family came from Vietnam. Vuong has three daughters. One was born in Vietnam and the other, a baby, were born in Australia.

Vuong lived in a market garden growing vegetables.

The family rent their house from Homeswest. Tan, Vuong's wife, likes gardening. She grows lots of vegetables, which means they lost money on food bills.

Mai, the eldest son, is in year ten at high school and wants to go on the school outing to Mount Bullo in Victoria, Australia. Vuong thinks it will be too dear.

Vuong and the family decide to plan a way so that Mai can go on her excursion.

How should this family save enough money to send Mai on her school excursion?

Now copy the corrected text on the lines below

Make complete sentences.

With the help of the key words, write complete sentences on the lines provided

1. She paid/rent/Homeswest/once/week

2. Mai/wanted to/school excursion

3. Tan/grew lots/vegetables/her garden

4. The family/decided/plan/budget/so Mai/could/her excursion

5. Saving/money/very/difficult

Mai's Expensive Holiday

Reading Comprehension

circle the correct answer

1. What country does Vuong and his family come from?

China

Cambodia

Vietnam

2. Where does Vuong work?

a market garden

a factory

a school

3. What does his wife Tan like to do?

sewing

cooking

gardening

4. Vuong and his family need to save money for Mai to :

buy school clothes

go on a school excursion

pay school fees

Discussion

Is Mai's school excursion a need or a want?

Why could it be important for Mai to go on the school excursion?

How can Vuong and his family save money?

Vuong and his family come from Vietnam.
He has two daughters.

One was born in Vietnam and the baby
was born in Australia.

Vuong works in a market garden growing strawberries.

The family rent their house from
Homeswest.

Tan, Vuong's wife, likes gardening.

She grows lots of vegetables, which means they save money on food bills.

Mai's in year ten at high school and wants
to go on the school excursion to Mount
Buller in Victoria.

Vuong thinks it will be too expensive to
send Mai on the excursion.

Vuong and the family decide to plan a
budget so that Mai can go on her
excursion.



Rental Accommodation



PAYING THE RENT



Activity

Look at the picture above:

Who is in the photo?

Where is he?

What is he looking at?

What does he have to pay?

What will happen next?

Look and read the examples below.

Then write about yourself.



My name is Kamal.
We pay rent every
month.
We pay in cash.

My name is Adut.
I pay the rent every
two weeks.
I pay at the Post
Office.



ME



My name is _____

Paying Rent

Activity

Match each calendar with the correct rent paying week:

MAY

M	T	W	TH	F	S	S
	Pay Rent	2	3	4	5	6
7	8	9	10	11	12	13
14	Pay Rent	16	17	18	19	20
21	22	23	24	25	26	27
28	Pay Rent	30	31			

1. We pay rent every two weeks. (fortnight)
2. We pay rent every month.
3. We pay rent every week.

JUNE

M	T	W	TH	F	S	S
	Pay rent	2	3	4	5	6
7	Pay rent	9	10	11	12	13
14	Pay rent	16	17	18	19	20
21	Pay rent	23	24	25	26	27
28	Pay rent	30				

JULY

Sun	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
PAY RENT	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Paying Rent on a House

Activity

Ask two students the question below. Tick their answers. Then answer yourself.
How often do you pay the rent?

Name	Every week	Every two weeks	Every month
Me			

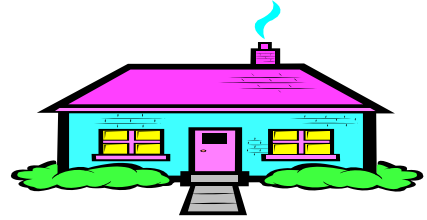
Complete the first sentence about yourself. Then write the second sentence about another student.

1. I/We pay _____ every _____
2. _____ pays _____ every _____

Learning Hint

I You We They	pay	the rent
He She	pays	the rent

The House of Clara and Achmen.



Clara and Achmen had been in their rented home for two years and they really enjoyed the large area they had to live in. Achmed looked after the garden very well, cutting the lawn every fortnight.



Clara was a good housekeeper, cleaning and polishing the floors and furniture all the time. She was a good cook.

However, many things had gone wrong in their lovely home and they were unsure what to do.

The hot water supply in the house was not working properly and Clara and Achmen had five children, the youngest child being three months old. The roof leaked in the baby's bedroom and the oven did not work.



One day last year people came to the house and asked to look around. They said the owner told them it was okay for them to come in.

Once the owner came around without asking if he could visit them and told them he wanted them out of the house within two weeks.

One day in the mail they received a letter from the house agents telling them that they had “breached” their contract. Achmen was not sure what that meant and was very worried.



The last happening came last month when a “For Sale” sign appeared on their front lawn and they wondered what to do?

The House of Clara and Achmen

Activity

1. What could Clara and Achmen do about:
 - a. the leaking roof.
 - b. the broken oven.
 - c. the hot water supply not working?
2. a. Did the owner have the right to visit the family without permission?

b. What could they do?
3. What is a Breach Notice?
4. What should Achmen and Clara do about the Breach Notice?
5. If you owned a house and wanted to sell it what would be the correct way?

Write full sentence answers to the above questions.



Leaving a Rented House



Some Useful Hints

How to get your bond returned

When seeking a return of the bond on your rented house do not sign until:

1. An agreement is reached on the amount of money to be paid by you and the owner **AND**
2. all of the information has been filled in correctly.

If the agreement between yourself and the owner cannot be made you can apply to the courts for a Magistrate to make the decision.

If your rented house is to be sold

Fixed Tenancy

A house that is in a **fixed tenancy** allows :

1. The occupant can stay in the house until the end of the agreed contract **OR**
2. an agreement can be reached on the vacating date, which is suitable to both you and the owner.



Periodic Tenancy

A house that has a **periodic tenancy** means:

1. When the owner sells the house and requires vacant possession they must give a Notice of Termination (Form1C).
2. The notice must give a vacating date of one month after you have received the letter.

- A bond disposal form (form 4) can be requested (Department of Consumer and Employment)
Ph. 1300 304 054)

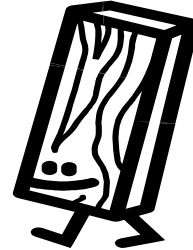
- For more information call the Tenants Advice line or get the Tenants Rights Manual

A Breach Notice:

A Breach Notice tells you that the owner believes you have broken your agreement to look after the house in some way (for example-not looking after the gardens).

When you get the Notice, the owner will give you 14 days to correct the problem.

When you have corrected the problem, contact either the agent or the owner to give them the good news.



If the problem is not attended to and the owner is not satisfied, the next step is to send you a Notice of Termination.

This Notice will give you a date when you must get out of the house because you are in breach of the signed agreement. If you feel you are innocent you can:

1. Write to the owner and state your case.
2. Wait until the owner takes the matter to court.

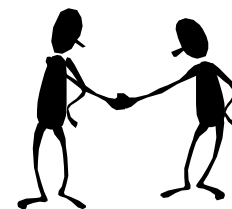
The owner cannot force you to move without a court order.

Ending A Fixed Term Tenancy



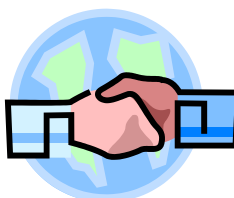
A fixed term agreement is a contract with a start and end date. This means that you and the owner are bound

by the dates you made together.



If you wish to leave the house before the agreed date you must talk with the owner or agent about this. If the owner agrees, it is important to **confirm this in writing**. The owner can claim from you any losses that may have to pay rent found or pay advertising

may occur (for example- you until another tenant can be costs).



Owner's Visits

The owner cannot visit your home without advance, written notice of intention. A visit without authorisation can be a breach of your privacy and enjoyment.

First check your tenancy agreement concerning house inspections, as the owner can change agreements.

You can write and ask them to give you notice of their visit, and agencies must give you written notice. If the agency or owner fails to do so you can apply to the courts for the appropriate order.



Maintenance and Repairs

1. Check your Tenancy Agreement concerning who is responsible for maintenance and repairs. If it's the owner's responsibility, write a letter to the agent or owner asking them to fix it and give a date for the repair to be done.
2. If the item is not fixed in the time requested, you can file a court application requesting that the owner fix the problem.
3. If in any doubt you can call the Tenants Advice Service line on 08 9221 0088.

The Owner wishes to sell and wants the home open for viewing



Under the Residential Tenancies Act 1987, the owner is allowed to enter the property to show prospective purchasers through the house under certain circumstances.

It is advisable that you come to a mutual understanding as to what would be convenient for you and this is best done in writing.

If you believe that the owner is invading your privacy and enjoyment you may wish to write and express your point of view.

If an agreement cannot be reached, you may wish to serve a breach of privacy notice on them or as a last resort take the matter to court and have a Magistrate make the decision for you.

Metropolitan Community Legal Centre: Midland information Debt and Legal Advocacy Service : 08 9250 2123.

Tenancy Agreements Vocabulary

tenancy	fixed term	periodic tenancy	premises
rights	Breach Notice	vacate	Court Order
Tenants Rights Manual	termination	privacy	Magistrate's Court
reasonable	relevant information	vacate	advance written notice
residential	pursuant	Bailiff	occupant
negotiate	deducted	documents	owner

Template only

Date

Agent's address

Your address here
Include telephone
and mobile numbers

Dear Sir or Madam,

Place the address of your rental property here.

I wish to advise the owner of the above address that the following items are in need of repair:

I ask that the repairs are carried out as soon as possible.

Yours sincerely,

Your signature

(Also print your name in full)

Some Ideas of Possible Things In Need of Repair at a Rental Property

- the hot water system
- the heating system
- the cooling system/s
- the leaking roof
- the toilet system (blockages)
- windows not closing
- the sink water not draining away
- windows broken
- toilets not flushing

The Property Firm
P.O. Box 554
Dianella
WA 6059

Capitol First National
P.O. Box 4036
Alexander Heights
WA 6064

Leaving a Rented House

Activity

WORD SLEUTH

P U R C H A S E R R X P N D O P N
O W N E R E N O T I C E V O O R N
C O U R T C V C O N T R A C T I B
T E R M I N A T I O N I C U E V R
A G R E E M E N T R F O A M N A E
B O N D I I O P C F I D T E A C A
S Y N G V A E O T N X I I N N Y C
M A I N T E N A N C E C N T C B H
M A G I S T R A T E D A G U Y G E

Find the words below in the Word sleuth

bond	Magistrate	periodic	document	termination	notice
agreement	fixed	contract	vacating	maintenance	breach
owner	court	tenancy	purchaser	privacy	

Inventory

Condition of Premises at _____

		clean	undamaged	working	comment
	ENTRANCE				
	Walls/ceiling				
	Doors/windows/screens				
	Blinds/curtains				
	Lights/power points				
	Floor coverings				
	Other				
	LOUNGE				
	Walls/ceiling				
	Doors/windows /screens				
	Blinds/curtains				
	Floor coverings				
	Televisions points				
	Heating				
	Other				
	DINING				
	Walls/ceiling				
	Doors/windows/screens				
	Blinds/curtains				
	Lights/power points				
	Floor coverings				
	Television points				
	Heating				
	Other				
	KITCHEN				
	Walls/ceiling				
	Doors/windows/screens				
	Blinds/curtains				
	Lights/power points				
	Floor coverings				
	Cupboards/drawers				
	Bench tops/tiling				
	Sink/disposal unit				
	Taps				
	Stove top				
	Griller				
	Oven				
	Refridgerator				
	Exhaust fan				
	Other				

		clean	undamaged	working	Comment
	BATHROOM				
	Walls/ceiling				
	Doors/windows/screens				
	Blinds/curtains				
	Lights/power points				
	Floor coverings				
	Bath				
	Shower				
	Shower screen				
	Wash basin				
	Tiling				
	Mirror/cabinet				
	Towel rail				
	Toilet/WC				
	Heating				
	Other				
	LAUNDRY				
	Walls/ceiling				
	Doors/windows/screens				
	Blinds/curtains				
	Lights/power points				
	Floor coverings				
	Wash tub				
	Copper/washing machine				
	Dryer				
	Hot water service				
	Other				
	BEDROOM 1				
	Walls/ceiling				
	Doors/windows/screens				
	Blinds/curtains				
	Lights/power points				
	Floor coverings				
	Other				
	GENERAL				
	Storeroom/shed				
	Balcony/porch				
	Garage/carport				
	Gates/fences				
	Doors				
	Staircases				
	Letterbox				
	Street number				
	Concrete paving				
	Front garden				
	Back garden				
	Other				

WATER METER READING _____

FURNITURE _____

Start of Tenancy: _____

**Landlord's/Agent's
Signature**

Tenant/s signature

Date

End of Tenancy: _____

**Landlord's/Agent's
Signature.**

Tenant/s signature

Date