



Bills

Tutor Resources for the AMEP

Money

Beginner

Tutor Resources for the AMEP

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Theme:

Money

Topic:

Bills

Task	Language focus	Learning activities	Resources
<p>1. Can identify different types of bills</p> <p>Can locate relevant information from a bill</p>	<p>Vocabulary gas, electricity, credit card, total, amount, payment, payable, due</p> <p>Structure How much? When is the payment due?</p>	<p>Identify different types of bills</p> <p>Read bills for the amounts payable</p> <p>Read bills for the due dates</p> <p>Extension Read authentic bills</p>	<p>Worksheet 1: Types of bills</p> <p>Worksheet 2: Amount due</p> <p>Worksheet 3: Due date</p>

Theme: Money

Topic: Bills

Task 1: Can identify different types of bills
Can locate relevant information from a bill

Vocabulary: gas, electricity, credit card, total, amount, payment, payable, due

Language structure: How much?
When is the payment due?

Activity instructions

Can identify different types of bills

- ☐ Worksheet 1: Types of bills
Show pictures on the worksheet and talk about the different types of bills.
Read the words at the top of the worksheet and discuss meaning.
Learner writes the words next to the corresponding pictures.

Ask questions: What kinds of bill do you get?
Do you get a ___ (gas, electricity etc) bill?

Read bills for the amounts payable

- ☐ Worksheet 2: Amount due
Read the words at the top of the worksheet and discuss meaning.
Learner locates these words on the bills.
Learner reads the bills and finds the amount payable.

Ask questions: What type of bill is this?
How much is it?
Who is this bill for?
Where does he/she live?

Read bills for the due dates

- ☐ Worksheet 3: Due date
Read the words at the top of the worksheet and discuss meaning.
Learner locates these words on the bill.
Lerner reads the bills and finds when the payment is due.

Ask questions: What type of bill is this?
How much is it?
When is the payment due?
Who is this bill for?
Where does he/she live?

Extension activity

Read authentic bills

Bring authentic (or photocopies of) bills to the session. Learner reads and finds relevant information. (Personal details should be whited out).

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Worksheet 1: Types of bills

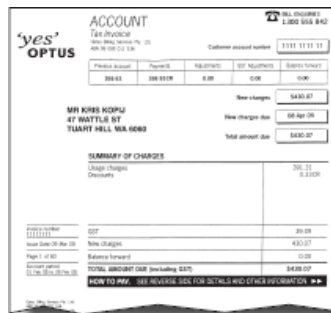
Write the words next to the pictures.

electricity gas telephone credit card

What types of bills are these?









Worksheet 2: Amount due

Find these words on the bills and read the amounts.

total amount payment payable due

countryenergy ABN 37 428 185 226 **Energy Account - Tax Invoice** Page 1 of 2

Customer Number: 111111-1 Invoice Number: 111111

MRS M CHAKEUN
3 NATAL ROAD
METUNG VIC 3904

Date of Issue 04 Aug 2005
PAYMENT DUE BY
25 Aug 2005

ACCOUNT SUMMARY	Opening Balance	You Paid	Bill Adjustments	This Account	Rounding	Closing Balance	Arrears
	\$0.00	\$0.00	\$0.00	\$237.58	\$0.03CR	\$237.58	\$0.00

SUPPLY SUMMARY
Supply for 5 Days From: 12/04/2005 TO: 17/04/2005

Average Daily Usage	Average Daily Cost (Inc. GST)	Greenhouse emissions	AMOUNT PAYABLE
349.40 units kWh	\$47.52	3.38 tonnes	\$237.55

Average Daily Usage and Greenhouse Gas Emissions

FOXTEL ACCOUNT

Please retain top section for your records. Businesses able to claim an input tax credit can use this statement as a TAX INVOICE

14 May 2005

MR B DA SILVA
13 PINE AVENUE
PROSPECT SA 5082

Account Number	Amount Due	Due Date
111111-1	\$76.85	01 Jun 05

Your FOXTEL subscription & service charges until 13 June 2005

Date	Details	Amount
14 May 05	ACT PROCESSING FEE	\$2.00
14 May 05 to 13 Jun 05	EXTRA VIEWING LOC'N	\$12.00
14 May 05 to 13 Jun 05	FOURTH PACKAGE	\$62.85

Customer Number: 1111111

Natural Gas Bill & Tax Invoice ActewAGL

Payment Reference Number: 1111 1111 1111 1111
Invoice Number: 11111
Date of Issue: 13 / 10 / 2005

MR T PFEIFFER
82 MAIN STREET
LYONS ACT 2606

24 Hours
Enquiries: 131 886
Card Payments/Self Service: 1300 369 245
Natural Gas Emergency: 131 909
Web Address: www.actewagl.com.au
Outside NSW and ACT call 1800 806 616

Payment Due: 29 / 10 / 2005

Last Account	Payments Received	Total Due
\$276.95	\$276.95 CR	\$345.73

	\$
Natural Gas Costs	\$314.30
GST	\$31.43
Total Due	\$345.73

Find the amounts due on the bills and write.

	\$	c
Example	311	80
A		
B		
C		

Example

BRISBANE CITY COUNCIL
Rate Account
Property Location

Issue Date 10 Oct 2005

MR L TOSE
28 SUMMER STREET
STAFFORD QLD 4053

Bill Number
1111 1111 1111 111

Enquiries
(07) 3403 8888
24 hours 7 days

Account Period
01 Oct 2005 - 31 Dec 2005

Australia Post
+439 5000 1006 9555 022

The rates and charges set out in this notice are levied by the service of this notice and are due and payable within 30 days of the issue date. Full payment by the Due Date includes \$15.00 Discount (rounded).

Compounding interest of 11% per annum will accrue daily on any amount owing immediately after this date.

Nett Amount Payable
\$ 311.80

Due Date
11 Nov 2005

Charges	0.00
Interest & Charges	295.40
	31.40

A

Water and Sewerage Account/Tax Invoice

ActewAGL
ActewAGL Retail ABN 48 221 314 841
Acting as agent for ActewAGL Distribution ABN 78 670 568 088
which operates the business of ACTEW Corporation Ltd ABN 86 009 361 950

MR S MANIDAS
46 VIMY STREET
LYONS ACT 2606

Issue Date: 12/11/2005
For Supply At: 111 111 1111 1 11 11 1111 1
46 VIMY STREET
LYONS

Account Number
11111111

Account Balance
\$137.00

Payable By
03/12/2005

B

ACCOUNT SUMMARY (SEE OVER FOR DETAILS)

Previous Balance	\$137.35
Your Payment	\$137.00
Current Charges (excluding GST)	\$137.29
Current GST Charges	\$0.00
Less cents to next account	\$0.64

WATER CORPORATION
Account Enquiries 13 13 85

Water Usage Account

Issue Date 18 August 2005

Account Number 11 11111 11 1

Please Pay \$44.35

Payment Due By 15 Sep 2005

Account for HOUSE AT 6 RACECOURSE ROAD BAYSWATER WA 6053

C

Origin energy
Origin Energy Retail Limited
A.B.N. 22 078 858 425

Gas Bill Tax Invoice

SAMPLE

MRS C HESKY
21 SEAVIEW STREET
KEW VIC 3101

Enquiries 13 24 61
Emergencies or Leaking Gas (24 hr) 1800 808 526
www.originenergy.com.au

Customer Number 1111 1111 11
Invoice Number 111-1111
New Charges \$124.35
Due Date 22/10/05
Total Owing \$124.35

Payment Summary Issued on 08/30/05 Page 1 of 2

Previous invoice amounts	We received thank you	Current credits	New charges	Total owing
\$125.85	\$125.85 CR	\$0.00	\$124.35	\$124.35

New Charges	=	Total
\$44.35		\$44.35

January 2005 to 25 July 2005

Worksheet 3: Due date

Find these words on the bills.

due by due date payment pay

General and account enquiries 13 13 58
Faults, leaks and emergencies 13 13 52
Internet www.Alinta.net.au

Alinta
ABN 92 009 531 984

MR T NGUYEN
6 RACECOURSE RD
BAYSWATER WA 6053

Tax Invoice
Issue date: 30/07/2005

Account Number
111111111

Payment Due By
13/08/2005

Amount Due
\$120.70
[includes GST]

Previous Balance \$64.70 - Payments \$64.70 CR = Outstanding Balance \$0.00 + Current Charges \$120.70

Telstra Corporation Limited
ABN 33 051 775 556

Tax Invoice - issued 10 Nov '05

Telstra

Bill enquiries
13 22 00
Turn over for other enquiries

Your Bill

Account number
111 1111 111

Bill number
T 111 111 111-1

SAMPLE

MS KAM LI FONG
22 STATION STREET
HOBART TAS 7000

Total **\$679.65**
Pay by 25 Nov '05

countryenergy ABN 37 428 185 228 **Energy Account - Tax Invoice**
Page 1 of 2

Customer Number 111111-1 Invoice Number 1111111

MRS M CHAKEUN
3 NATAL ROAD
METUNG VIC 3904

ENQUIRIES
Customer Service ☎ 13 23 55
Supply Interruptions ☎ 13 16 26

Date of Issue 04-Aug 2005
PAYMENT DUE BY
25 Aug 2005

ACCOUNT SUMMARY	Opening Balance	You Paid	Bill Adjustments	This Account	Rounding	Closing Balance
	\$0.00	\$0.00	\$0.00	\$237.58	\$0.03CR	\$237.58
						\$0.00

SUPPLY SUMMARY
Supply for 5 Days From: 12/04/2005 TO: 17/04/2005 AMOUNT PAYABLE
Average Daily Usage 349.40 units kWh Average Daily Cost (inc. GST) \$47.52 Greenhouse emissions 3.38 tonnes
www.greenhousegasos.gov.au

Average Daily Usage and Greenhouse Gas Emissions

See over for account details, including GST and other charges

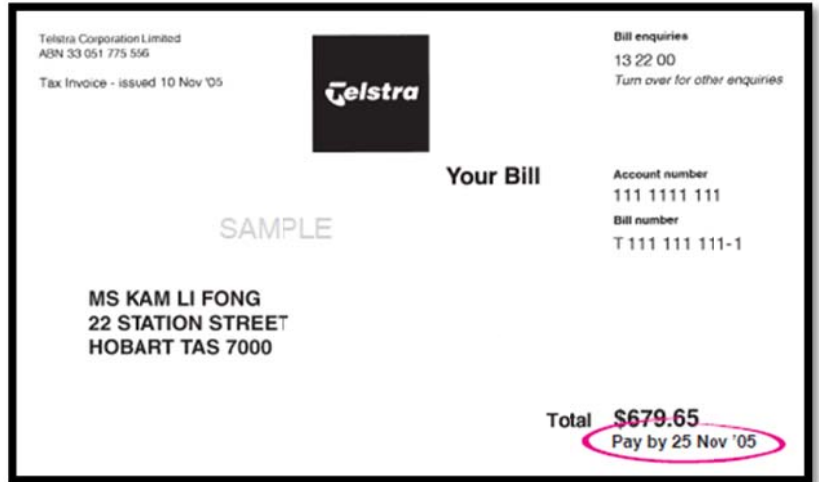
Find the payment date and write the letter in the box.

When is the payment due?

Example

- 25 November 2005
- 11 November 2005
- 1 January 2005
- 3 February 2005
- 2 September 2005

A Example



Telstra Corporation Limited
ABN 33 051 775 556
Tax Invoice - issued 10 Nov '05

Telstra

Bill enquiries
13 22 00
Turn over for other enquiries

Your Bill

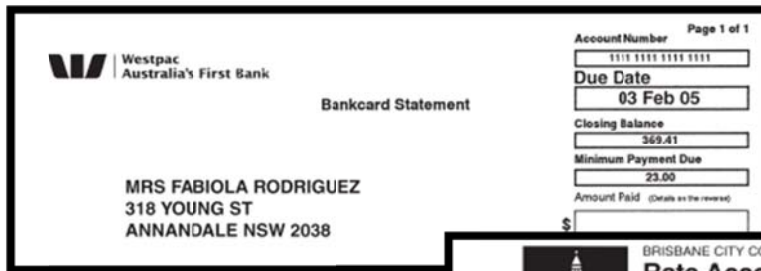
Account number
111 1111 111
Bill number
T 111 111 111-1

SAMPLE

MS KAM LI FONG
22 STATION STREET
HOBART TAS 7000

Total **\$679.65**
Pay by 25 Nov '05

B



Westpac
Australia's First Bank

Bankcard Statement

MRS FABIOLA RODRIGUEZ
318 YOUNG ST
ANNANDALE NSW 2038

Account Number
1111 1111 1111 1111

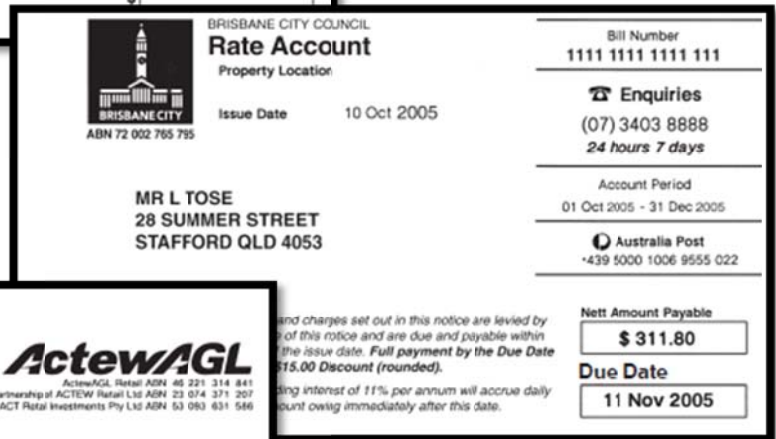
Due Date
03 Feb 05

Closing Balance
369.41

Minimum Payment Due
23.00

Amount Paid (Details on the reverse)

C



BRISBANE CITY COUNCIL
Rate Account
Property Location

Issue Date 10 Oct 2005

MR L TOSE
28 SUMMER STREET
STAFFORD QLD 4053

Bill Number
1111 1111 1111 111

Enquiries
(07) 3403 8888
24 hours 7 days

Account Period
01 Oct 2005 - 31 Dec 2005

Australia Post
439 5000 1006 9555 022

Nett Amount Payable
\$ 311.80

Due Date
11 Nov 2005

D



Electricity Account/Tax Invoice

ActewAGL

M SCHMIDT
20 BELL STREET
LYONS ACT 2606

Issue Date: 12/08/2005

For Supply At: 111 111 1111 1 11 11 1111 1
20 BELL STREET
LYONS ACT 2606

NMI: 1111111111 1

Account Number
11111111

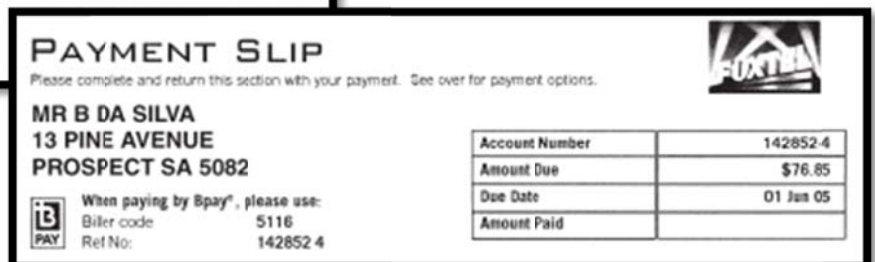
Account Balance
\$163.00

Payable By
02/09/2005

ACCOUNT SUMMARY (SEE OVER FOR DETAILS)

Previous Balance \$130.60

E



PAYMENT SLIP

Please complete and return this section with your payment. See over for payment options.

MR B DA SILVA
13 PINE AVENUE
PROSPECT SA 5082

When paying by Spay®, please use:
Biller code 5116
Ref No: 142852 4

Account Number	142852-4
Amount Due	\$76.85
Due Date	01 Jun 05
Amount Paid	