**Passeport EDUCFI en voie professionnelle – Les moyens de paiement**

**Niveau d’études : seconde professionnelle**

Fun time !

Do you know how to use an ATM?

 

*Money Instructor*

Durée : 3’05

<https://www.youtube.com/watch?v=GAt3AgWqwV4>

* **Watch the video twice.**
* As you watch it, number the 7 sentences in the grid to respect the step-by-step guide.

|  |  |
| --- | --- |
| Number | How to use an ATM - Steps |
|  | After you've completed your transaction, the ATM will offer you a receipt. It's a good idea to take it as it will show you how much money you withdrew and how much money is still in your account. |
|  | If you're withdrawing cash, you'll need to enter the amount you want to withdraw. |
|  | Next, insert your card. Once you've found an ATM, insert your debit or credit card into the card slot. |
|  | Next, wait a moment for your cash. After you've entered the amount, the ATM will dispense your cash. |
|  | Next, enter your PIN. Once you've inserted your card, the ATM will prompt you to enter your PIN. |
|  | The first step to using an ATM is finding one. Look for an ATM that is in a well-lit and busy area. It's usually best to use an ATM that is attached to a bank as they tend to be more secure. |
|  | After entering your pin, the ATM will give you a few different options: withdraw cash, check your account balance, transfer money between accounts. Choose the transaction you want to complete by pressing the corresponding button. |

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**CORRECTION**

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|  |  |
| --- | --- |
| Number | How to use an ATM - Steps |
| 7 | After you've completed your transaction, the ATM will offer you a receipt. It's a good idea to take it as it will show you how much money you withdrew and how much money is still in your account. |
| 5 | If you're withdrawing cash, you'll need to enter the amount you want to withdraw. |
| 2 | Next, insert your card. Once you've found an ATM, insert your debit or credit card into the card slot. |
| 6 | Next, wait a moment for your cash. After you've entered the amount, the ATM will dispense your cash. |
| 3 | Next, enter your PIN. Once you've inserted your card, the ATM will prompt you to enter your PIN. |
| 1 | The first step to using an ATM is finding one. Look for an ATM that is in a well-lit and busy area. It's usually best to use an ATM that is attached to a bank as they tend to be more secure. |
| 4 | After entering your pin, the ATM will give you a few different options: withdraw cash, check your account balance, transfer money between accounts. Choose the transaction you want to complete by pressing the corresponding button. |

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**TRANSCRIPTION**

Fun time !

Do you know how to use an ATM?

 

*Money Instructor*

Durée : 3’05

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Hello ! Are you ready to learn how to use an ATM ? It's a great skill to have and can save you a lot of time and hassle.

Here's a step-by-step guide on how to use an ATM !

The first step to using an ATM is finding one. Look for an ATM that is in a well-lit and busy area. It's usually best to use an ATM that is attached to a bank as they tend to be more secure.

Next, insert your card. Once you've found an ATM, insert your

debit or credit card into the card slot. Make sure that the magnetic strip is facing downwards and towards the machine. If your card has a chip, insert it into the slot with the chip facing up.

Next, enter your PIN. Once you've inserted your card, the ATM will prompt you to enter your PIN. Your PIN is a four digit number that you chose when you first received your card. Make sure that you enter your PIN correctly as you'll be locked out of your account if you enter it incorrectly too many times. To protect your privacy and prevent anyone from seeing your PIN, cover the keypad with your hand or another object while entering the numbers.

After entering your pin, the ATM will give you a few different options :

* you can withdraw cash
* check your account balance
* or transfer money between accounts.

Choose the transaction you want to complete by pressing the corresponding button.

Next, enter the amount. If you're withdrawing cash, you'll need to enter the amount you want to withdraw. Also, make sure you have enough money in your account to cover the withdrawal as you may be charged in overdraft fee if you withdraw more than you have.

Next, wait a moment for your cash. After you've entered the amount, the ATM will dispense your cash. Make sure you take your cash and your card before walking away from the machine. Don't forget to take your cash and card ! You may then choose another transaction or end the session.

If you want to complete another transaction, the ATM will give you the option to choose another transaction. If you're finished, choose the option to end your session. Also, don't forget to take your receipt.

After you've completed your transaction, the ATM will offer you a receipt. It's a good idea to take it as it will show you how much money you withdrew and how much money is still in your account.

And that's it ! Using an ATM is easy and convenient. Just remember to always be aware of your surroundings when using one and never

share your PIN with anyone !

ATM : Automated Teller Machine

PIN : Personal Identification Number