

Educator in the Work Place Lesson Plan

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West End

Lessons to be used in the 5th and 6th grade math class

Subject: How to total items that a customer may be buying and include sales tax. How to write a customer receipt and show a deposit and balance due. How to show a payment on an existing bill and file a balance card for future reference.

Teaching time: To be completed over a 40 minute class period with 10 minutes taken out of 2 or 3 classes over the next month.

Objectives:

1. The student will be able to add the items a customer is purchasing plus add the appropriate sales tax
2. The student will be able to write a receipt showing the payment and the balance due.
3. The student will be able to adjust the customer bill if a payment is being made and give a receipt.

Materials:

1. Items to purchase
2. Receipt book
4. Balance card and file box

Procedure:

The students will work in pairs. One student will be the buyer and the other the shop owner. Halfway through the class the students will switch roles. The buyer will select the items they wish to purchase. The owner will then add the items and include the correct sales tax (a calculator may be used if necessary). A deposit must be made depending on the store's requirements. A receipt must be given to the buyer and a card must be filed for that customer for future reference. The buyer will need to come in several times to make payments on their merchandise during the next month.

Assessment:

1. The teacher will check receipt books for errors
2. The students will self-assess the accuracy of their accounts
3. Teacher will check if cards are filed and kept up to date