

Name _____

Memo Matters Answer Key

Sample acceptable answers:

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|-----------------------|------------------------------|
| 1. January 2027 rent. | 6. February piano lessons. |
| 2. Account #47219. | 7. Account #88341. |
| 3. Invoice #3085. | 8. Invoice #7264. |
| 4. School field trip. | 9. Summer camp registration. |
| 5. Account #61420. | 10. March 2027 rent. |

Teacher's Guide

- Quick implementation: Explain that a memo briefly records the reason or reference for a payment and should be specific enough to identify the transaction.
- Differentiation: Have students first identify whether each situation provides a purpose, account number, invoice number, or payment month.
- Differentiation: Accept equivalent concise wording when it clearly identifies the payment.
- Engagement: Have partners compare memos and decide whether each would help them recognize the payment later.
- Extension: Ask students to create three payment situations requiring three different types of memo information.