

How to Withdraw Money from ATM Machine?

Reading Time: 5 min

Step 1: Insert ATM Card:

Insert your ATM Card in the ATM machine in the slot as marked in the above diagram.

Step 2: Select Language

Select your language from the language options appearing on the screen(shown in the diagram above)

Step 3: Enter 4-Digit ATM Pin

Use the Keypad(as marked in the diagram)to enter your 4 digit ATM Pin Number. Do not ever share your ATM Pin with anyone. Ensure that nobody is watching you, while you enter the Pin. Be careful while entering the Pin, as a wrong PIN may lead to the blockage of the ATM card.

Step 4: Select the type of Transaction

In the ATM screen, you will be able to see different types of transaction options such as Deposit, Transfer, Withdrawal of Money etc. For cash withdrawal, you will have to select Withdrawal Option.

Step 5: Select the Type of Account:

After selecting the cash withdrawal option , the screen will display different account types, select your account type.

Step 6: Enter the withdrawal amount

Now, enter your withdrawal amount. Make sure that you do not enter a withdrawal amount more than the balance in your account. Now press enter.

Step 7: Collect the Cash:

Now collect the cash from the lower slot of the machine (as shown in the picture above)

Step 8: Take a printed receipt , if needed

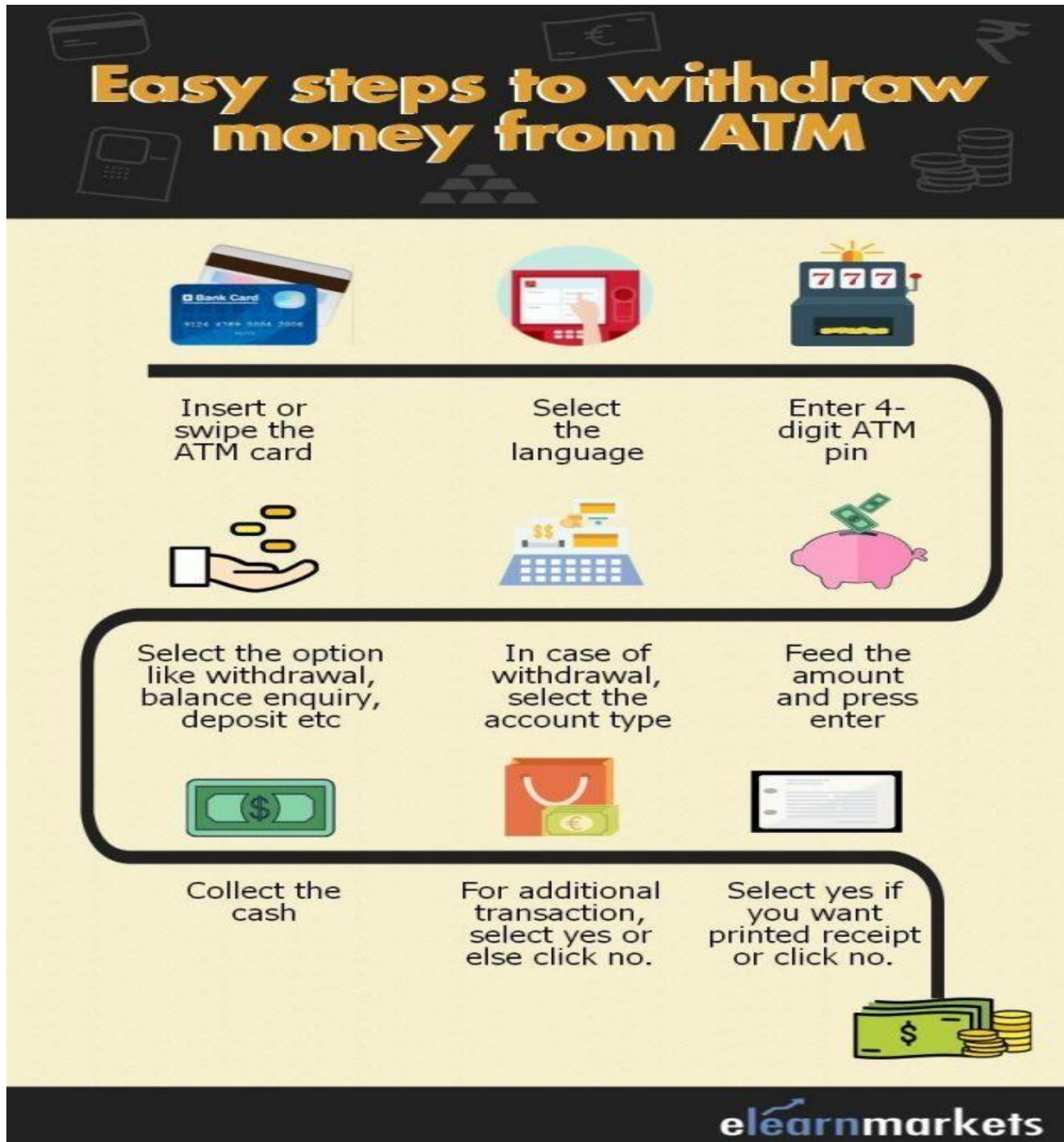
After you collect the cash, you will get an option of whatever you want a printed receipt of the transaction.If you want a printed receipt, click yes and close the transaction.

Step 9: Another Transaction

If you want to undertake another transaction then select that option.

Withdrawals from an ATM card debit amount from any existing bank account (*either savings or current*), so when you wish to withdraw, ensure that you have sufficient balance in the account.

Step 10: Don't forget to take your ATM card.



1. Words to describe physical money

Note

This is British English, and it basically means “a piece of paper money.” It’s short for “bank note.”

“I found a **ten-pound note** in the street the other day.”

“I tried to buy a sandwich with a **fifty-pound note**, but the shopkeeper wouldn’t accept it.”

Bill

“Bill” is the American word for “note.”

So we can talk about **ten-pound notes**, but we usually say **ten-dollar bill**.

Coins

The money that isn’t notes — those shiny metal things? Those are coins.

Here’s something I’ve noticed about travelling:

In some countries, you end up with loads and loads of coins in your pocket. They just have so many of them.

Shrapnel

This word actually means the small pieces of metal that explode out of a bomb or a grenade.

But when we’re talking about money, it’s a very informal way to describe coins.

But there’s a difference in how we use “shrapnel.”

The word “coin” is countable:

“How **many coins** have you got in your pocket?”

But the word “shrapnel” is uncountable:

“How **much shrapnel** have you got on you? I need to get a ticket, and the machine doesn’t accept notes.”

Change

When we pay for something, we do it one of two ways.

We can give the **exact change**: if the toothbrush you’re buying costs £1, and you give the shopkeeper £1, you’ve given the exact change.

A Bank Clerk and A Bank Customer

Bank Clerk: Good morning, welcome to the Grammar Bank. How can I help you?

Customer: Good morning. I would like to open a bank account.

Bank Clerk: Sure thing. What kind of account would you like to open? A savings account or a checking account?

Customer: What's the difference?

Bank Clerk: A checking account is designed to use for everyday transactions. Yet; the money in a savings account is meant to stay in the account and earn interest over time.

Customer: I see, actually I want to apply for a credit card. That's why I need an account.

Bank Clerk: Okay then, you probably want a checking account.

Customer: Well, thank you. I'd like that.

Bank Clerk: Sure, we will have you fill out an application form, please.

Customer: No problem.

Bank Clerk: How much of a credit limit were you looking for?

Customer: I would like a \$10,000 spending limit.

Bank Clerk: Alright, we will see what we can do. We might be able to get you one of our gold cards with a \$10,000 spending limit.

Customer: Wonderful. Will I also collect points when I use the card?

Bank Clerk: Sure, with our gold card you will get 10 reward points for every dollar spent.

Customer: Perfect, I have filled out the form. Do you need anything else?

Bank Clerk: You just need to deposit a minimum of \$250 into your new checking account.

Customer: Very well, here you are.

Bank Clerk: Thank you, your account is set up now and your credit card will be mailed to your address within 5 to 10 business days.

Customer: Thank you for your help, have a good day.

Bank Clerk: Thank you, you too.

1. Setting up a Bank Account

SAMPLE 1

A: How are you doing today?

B: Great. Thanks.

A: What can I help you with?

B: I would like to open a bank account.

A: What kind would you like to open?

B: I need a checking account.

A: Would you also like to open a savings account?

B: That's fine.

A: In order to open these accounts, you need to deposit a minimum of \$50.

B: I want to deposit \$300.

A: I'll set up your accounts for you right now.

B: Make sure to put \$150 in each account

SAMPLE 2

A: How are you?

B: I'm well. Thank you for asking.

A: What can I do for you?

B: I need to open a bank account.

A: What kind of account?

B: I just need a checking account.

A: You can open a savings account, too.

B: All right. Open both.

A: You need to deposit at least \$50 into both accounts.

B: I will be depositing \$300 today.

A: I will set your accounts up right now.

B: Would you please put \$150 in both accounts?

SAMPLE 3

A: How are things with you?

B: I'm fine. Thank you.

A: May I help you with something?

B: I want to open a bank account.

A: Do you know what kind of account you want to open?

B: I want to open a checking account.

A: You should also open a savings account.

B: That would be great.

A: To open these accounts, you will need to make a deposit of at least \$50.

B: I would actually like to deposit \$300 today.

A: Let me do that for you now.

B: Please put \$150 in each account for me.

How To Start A Conversation In English

STARTING A CONVERSATION WITH A FRIEND:

With friends, you can use informal English expressions like these:

- What's up?
- How's it going?

The correct answer to “What’s up?” is “Not much.” You can then add a detail about what’s happening in your life at the moment. If someone says “How’s it going?” you can answer “Good” or “Not so good” and then say why.

STARTING A CONVERSATION WITH A COLLEAGUE:

In the office, you use slightly more formal English, such as these common expressions:

- Hi, John. How are you doing?
- How’s your day going?
- We’re sure having a busy/slow day today.
- Have you heard the news about _____?
- (on Friday): Have you got any plans for the weekend?
- (on Monday): How was your weekend?

You can talk about projects you’re working on, or about hobbies you have outside work. Current national and international news is also a good topic of conversation.

STARTING A CONVERSATION WITH A FRIEND WHO YOU HAVEN’T SEEN IN A LONG TIME:

Here are some common expressions to start a conversation with someone you see after a long separation:

- Hi Paula! How have you been?
- Long time no see!
- So, what have you been up to lately?
- How’s your family?
- Are you still working at ABC Company?

In this case, you can ask about news in your friend’s work, study, family, and hobbies. The friend will probably ask you about recent developments in your own life, too.

STARTING A CONVERSATION AT A PARTY OR WEDDING:

- I don’t think we’ve met – I’m Shayna.
- Are you from New York?
- So, how do you know Mary?
- Have you tried the chocolate cake? It’s delicious!

If you're at a party or wedding, you can start a conversation by asking how the person knows the host of the party (or the people getting married). You can also comment about the food and drinks, or about the music.

STARTING A CONVERSATION AT A CONFERENCE OR WORK EVENT:

- I don't think we've met – I'm Shayna.
- So, where are you from?
- What did you think of the speaker?
- That was an excellent workshop – I learned a lot. How about you?

The expression "I don't think we've met" can be used in professional situations too. You can ask about the person's job, what company they are from, and their opinions about the conference events.

STARTING A CONVERSATION WITH SOMEONE YOU HAVE JUST BEEN INTRODUCED TO:

- Nice to meet you!
- How do you two know each other?
- So, what do you do for a living? (= *what is your job?*)
- What are you studying?
- How long have you been (a journalist / doing yoga / interested in music)?
- How did you get into it?

Imagine you have a friend, Nora, who introduces you to her friend Ryan. You can ask about how they know each other, and about Ryan's job. If Nora says Ryan is a student, you can ask about his area of study and what year of college he's in. If Nora introduces Ryan as a journalist, or a friend from yoga class, or a musician, you can ask about how long he has done that activity, or how he first got interested in it. His answer will then provide material to continue the conversation.

STARTING A CONVERSATION WITH SOMEONE YOU MEET OUTSIDE:

- It's a beautiful day, isn't it?
- It looks like it's going to rain/snow.
- Can you believe all this rain/snow we've been having?

- Sure is a hot/cold one today!
- Your dog is so cute! What's his name?

If you're in a park, on the street, etc., the most common way to start a conversation is by talking about the weather.

STARTING A CONVERSATION WITH A STRANGER IN OTHER SITUATIONS:

The secret to starting a conversation with someone you don't know is to make a comment about the current social context. Here are a few examples of how to do this:

- At an art gallery: "That's an interesting painting. What do you think of it?"
- At a bar: "This is a great song – I love Latin music. How about you?"
- At a sports game: "Wow, that was a great play! So, who's your favorite player?"
- At a cafe: "Boy, do I need a coffee!"
- At a concert or event: "What a great turnout! Have you ever been here before?"
- At a playground: "My kids are sure full of energy today!"

CRÉDITOS

ELEARNMARKETS

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REFERÊNCIAS

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