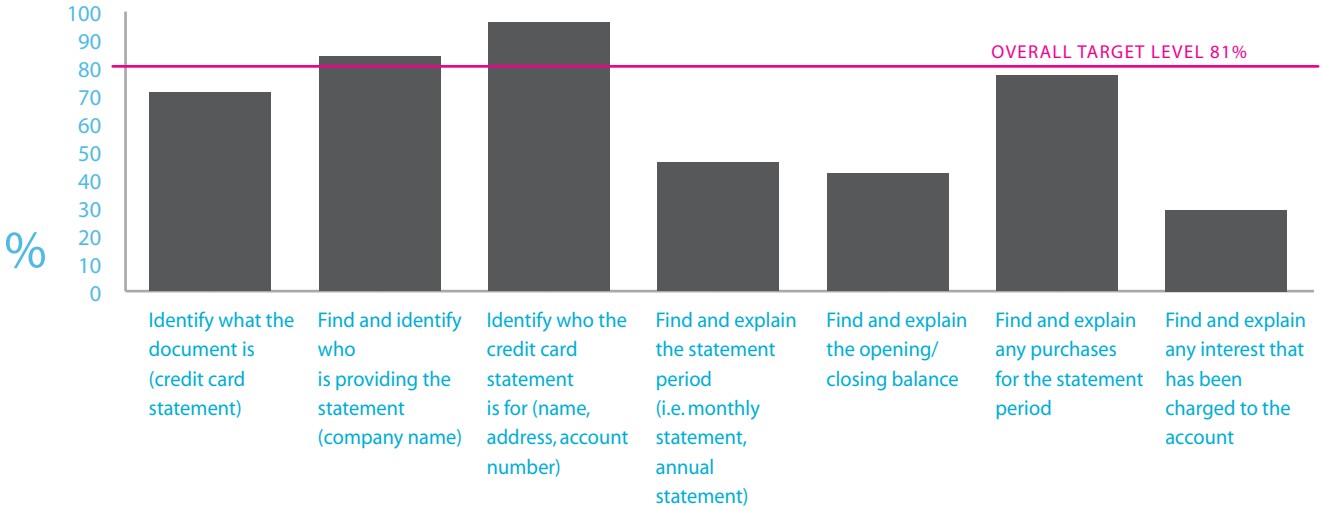
TASKS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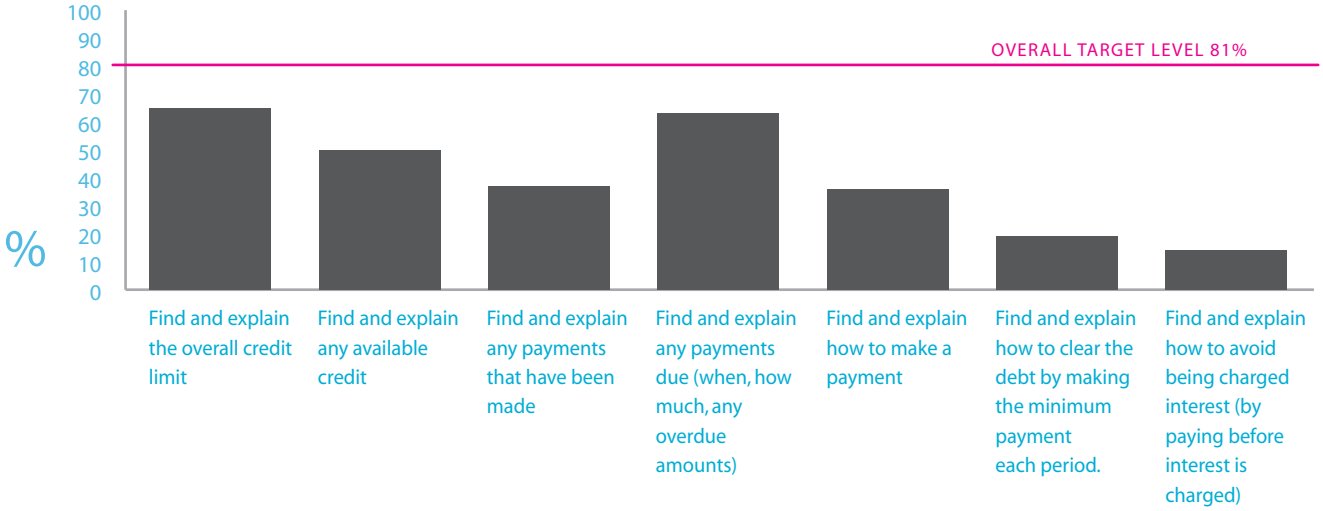
OVERALL TARGET LEVEL 81%
Identify what the document is (credit card statement)
Find and identify who is providing the statement (company name)
Identify who the credit card statement is for (name, address, account number)
Find and explain the statement period (i.e. monthly statement, annual statement)
Find and explain the opening/ closing balance
Find and explain any purchases for the statement period
Find and explain any interest that has been charged to the account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OVERALL TARGET LEVEL 81%
Find and explain the overall credit limit
Find and explain any available credit
Find and explain any payments that have been made
Find and explain any payments due (when, how much, any overdue amounts)
Find and explain how to make a payment
Find and explain how to clear the debt by making the minimum payment each period.
Find and explain how to avoid being charged interest (by paying before interest is charged)