- * Vocabulary -Selected to business -: commence.
 Banking media and menoral Corporate
 Phorasal Next.
- Business Vocabulary allows two individuals or groups to hold a simpler, dealer conversation without the need to explain complicated Ideas or constantly check that Information is understood.

Meanings

Word

Meaning

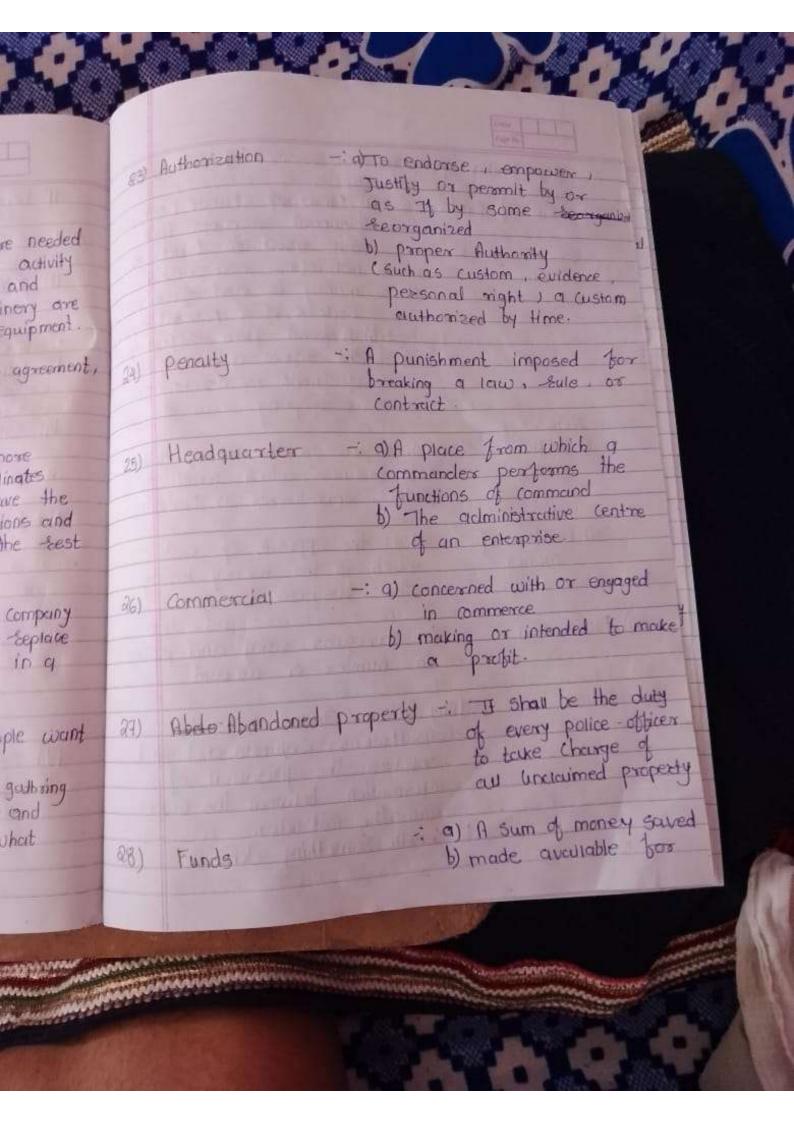
(nuidance -: 9) Advice or Information provided

by a person of expensione

b) To solve a problem

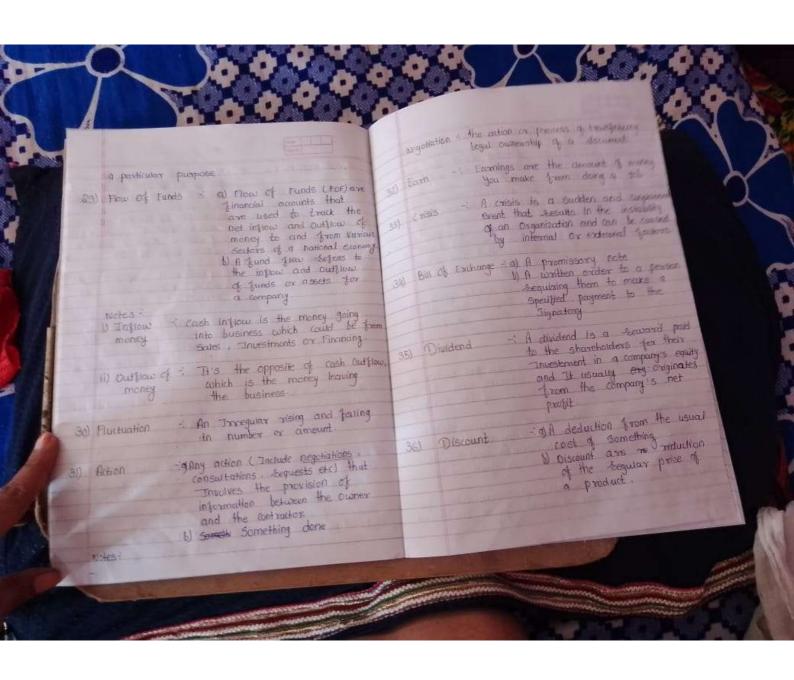
- 2) Organize -: a) To plan or arrange an event attivity etc
 b) To put or arrange things into a system or logical order
- 3) Enjarge : a) To make something b) To become bigger.

Sentence: I'm going to have this photo enlarged.



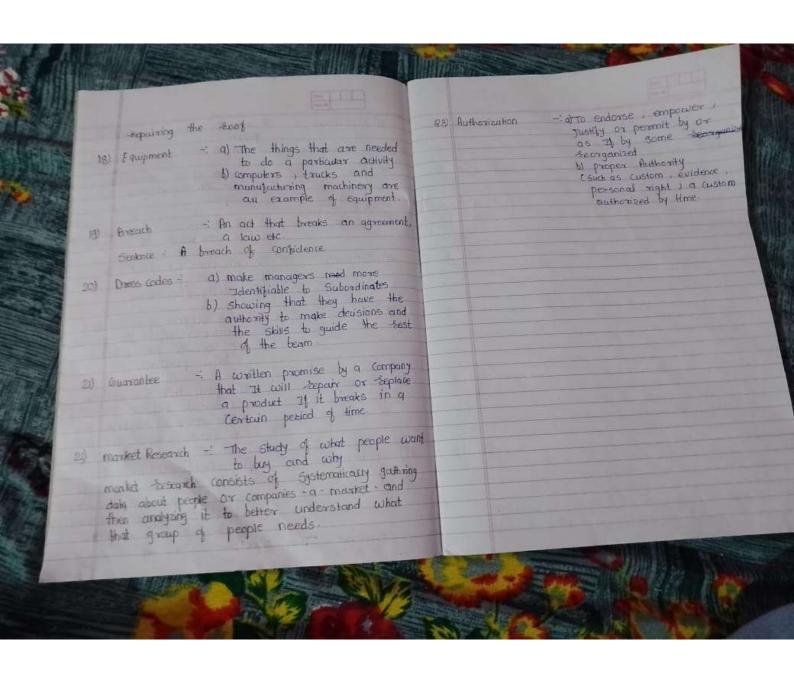
regotiation . the action or process of transferring legal ownership of a document 32) Earn -: Earnings are the amount of money are You make from doing a tob ne 0 A coisis is a sudden and complanned Coisis 33) event that sesuits in the instability nous nomy. of an Organization and can be caused by internal or external factors. Bill of Exchange - a) A promissory note 34) b) A written order to a person Lequising them to make 9 Specified payment to the rom Signatory. -: A dividend is a -seward paid Dividend to the shareholders for their Investment in a company's equity and It usually org originales from the company's net profit. - 9) A deduction from the usual 36) Discount cost of something b) Discount are no reduction of the regular price of a product.

43) Financial Statement - Financial Statements are Written Seconds that convey the business activities and the financial t performance of a Company Tovestment - ;a) Investment means an Investor's investing capital to do business Organization b) An Investment is an asset Credit -: a) An agreement between a lender and a borrower -: a) An amount or share alloted Allowance 46) or granted b) company allowance means the auccation paid by the Company to the worker when helshe has travel away from histher usual place of work. -; a) average one mean median 47) Average and norm b) The appositionment of financial liability sesulting from loss c) are damage to 9 Ship or its cargo Notes 2



3	7) Unemployment	The condition of one who is capable of working addivity seeking work but unable to lind any work.	43)
38)		The continual analysis of the environmental inside and outside of an organization. It's used to evaluate potential opportunity. Threats, market trend and lessons that can attent the	44)
0.01	Control of the contro	company.	45)
39)	Coupon	-: A usually small piece of printed papers that lets you get a service or product for free or at a lower price.	Н (6)
40)	Winding up -:	Winding up Involves ending au business affairs and Includes the closure of the company	
41)	Fraud -:	The act of missepresentation - Scammers lying about themselves or their autions and service - to cause a gain or loss.	45
12) (withdrawal -:	A withdrawal occurs when funds are removed from an account.	

	Average this is the arithmetic mean, and is a calculated by adding a group of numbers and then dividing by the Count of those numbers. For example ? The average of 2,3,3,5,7 and 10 is 30 divided by 6, which is 5.	otes: thereto like co word when Organis timites So #
48)	Welfare -: money or cuid given by the government to help a large company	and
49)	Taxation -: money paid as tax	
50)	Bonus -: a) An extra dividend or Issue paid to the Shareholders of a (company b) A Sum a money added to a person's wages as a Seward for good performance.	53) Br
51)	Assets: A sesource of value that you coun or lease that helps you sun you business. These sesources can be Tangible (computer machine ex) and Intangible (goodwill, sepatation ex).	54) A
52)	Restricted Assets : a) Assets that are not available for current operating purpose.	



unit - 1

Totalulary felated to business -: commence , Banking media and thenemal Composite phonosal Verb.

. Why business vocabulary is important?

Business Vocabulary allows two Individuals or groups to hold a simpler, dealer conversation without the need to explain complicated Ideas or constantly check that Information is understood.

meanings

word

meaning

nuidance:

a) Advice or information provided

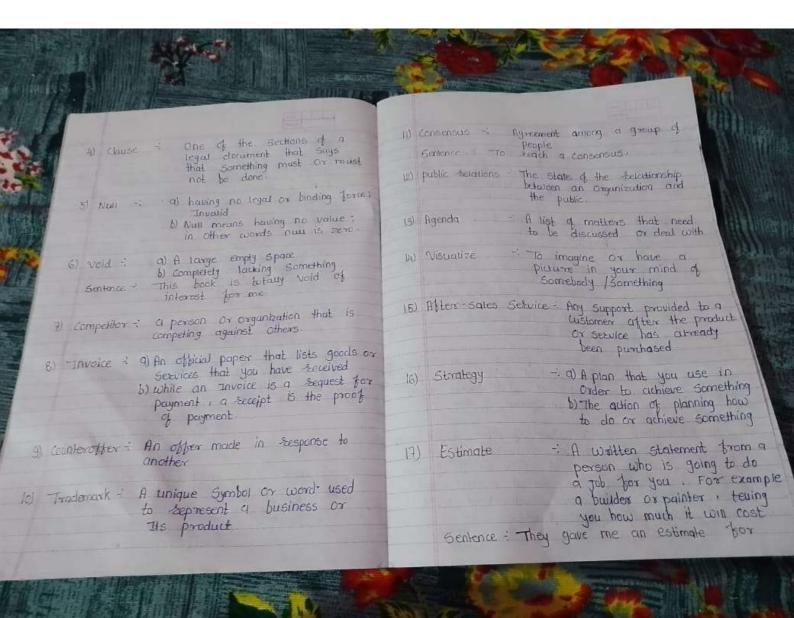
by a person of expensione

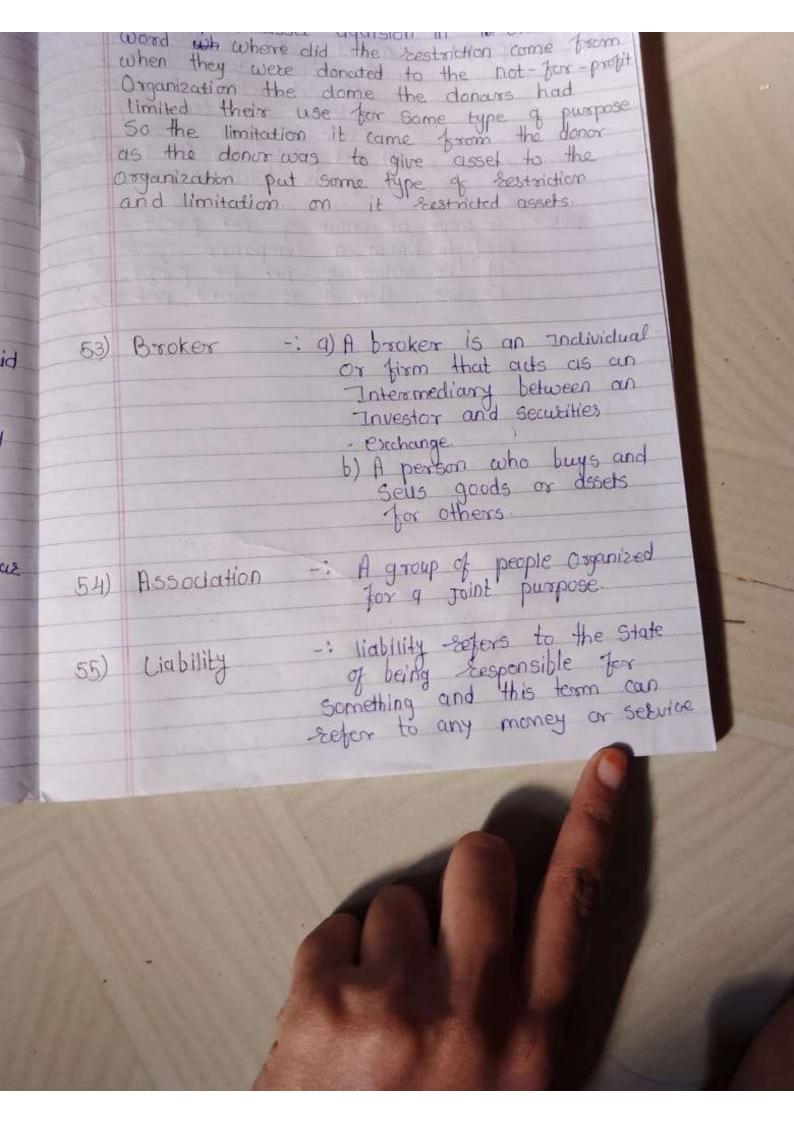
b) To solve a problem

2) Organize -: a) To plan or arrange an event activity etc.
b) To put or arrange things into a system or logical order

3) Enjarge - a) To make something b) To become bigger

Sentence : I'm going to have this photo enlarged.

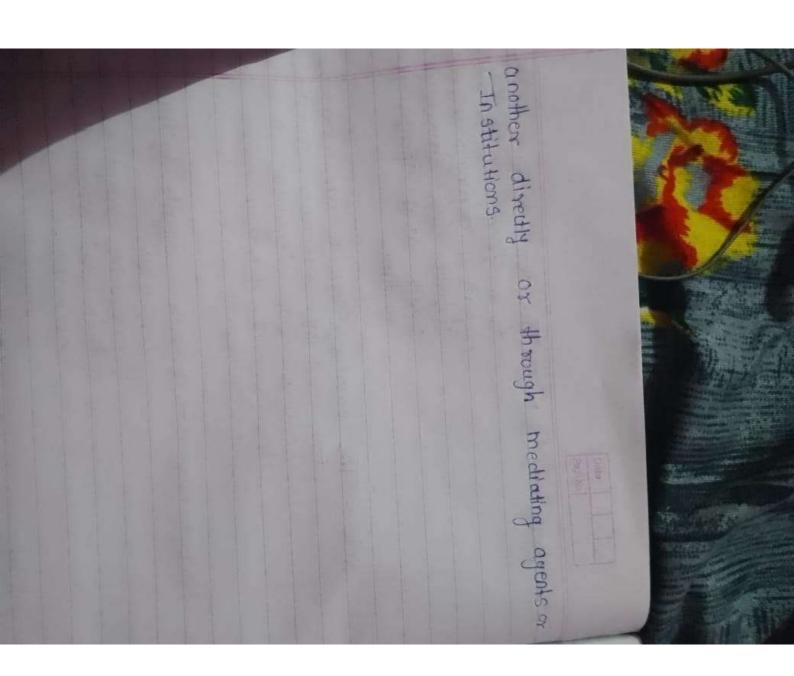




Unit -4 * Communication Skills b) Role and Burriers in communication
c) characteristics of media

owned to another party. 55) Net profit - a) Net profit is the amount of money your business earns cifter deducting an operating, Interest and tax expenses Over a given period of time b) Net projet is total sevenue minus total expenses. Note: To arive at value of net proble, you need to know a company's gross profit If the value of net poor profit is negative , then it is called net loss. -! Profit is the money you have left cifter paying for business expenses 56) profit -: An amount of money lost by 9 57) Loss business or organization. 58) Shareholder - a) The term Stockholder and Shareholder both sefers to the owner of Shares in a company. b) A Shareholder is q person or institution that has invested money in a cosporation in exchange for a " share" of the ownership.

MT	3	72)			70)
market	Banking	Ratio	Campromise	Note 2 The base the	Balance Sheet .
the exchange of goods and the exchange of goods and severs takes place as a sessuit of buyers and severs being in contract with one	- Banking is the business of pratecting maney for others.	- The limiting of goods or services that are in high demand and short supply	-: a) Settle a dispute by mutual concession b) expediently ancept Standards that are lower than is desirable.	Note ? The bourne sheet is an essential tool used by exemptive . Investors to understand the Current financial health of a business.	The term balance sheet refers to a financial statement that capants a company's assets, liabilities and sharehender in time.



(4) mooter - An individual working outside of typical office Setting is called mooter 63) mortgage - a) A transaction between two people a torrower and the lander. 64) Money Laundering -: money toundering is the inegal process of making large amounts of money generated by oximinal activity 65) Deposits The deposit is a sum of money kept in a bank account bl money held at bank 66) compensation - as A: Systematic approach to providing monetary value to employees in exchange for work performed. A Cortificate of Incorporation is 67) Certificate a legal document license - Elating to the formation q a company or corporation. - An Offering is the issue 68) Offering policy Or sale of a security by a company. - Something that a person feels morally or legally forced to do 69) Obligation

59) Board OF Directors -: A company's board of directors is the group unt of people elected by to manage the company Fa ons rating 963 I time -: 9) A loan is a form of debt 60) Loan enue Incurred by an Individual or other entity b) A loan is a sum of money that one or more Individual STOOTH. or companies borrow from banks or other financial Insitutions so us to financially manage planned left or unplanned events. 508 - a) A takeover occurs when Take over one company makes a successful bid to assume control of or aquire another. Takeover can be done by purchasing holder a majority in stake in the tanget Jim. Note? . when one company takes over another and establishes Itself as the new Owner, the purchase is caused an gequision. · Takeovers & cise also community done through merger and aquisition process.

		Revenue refers to the total earnings a company generates through its core operations like sales of products or Services . etc.
76)	Office.	-: A person appointed or elected to an office or charged with certain duties.
FF (FF	roduction	-: Production is about creating goods and services.
78) De		- a) The amount owed by the born bornower to the lender. b) Debt means the amount of mon which needs to be sepand born
ilm (eF	lionaire	- racta) millionaire when their net worth or their assets minus their liabilities b) totals \$4 million or more
80) Cay	oltal	to pay for its day to day Operations and to fund its future growth.

9	Encoding : Encoding 19 the process 101) Obli Communication
	Energy Sector - The energy sector is a category of stocks that sector to producing or 102) (a Supplying energy.
lee	Entrepreneur -ia) A person who sets up a business or businesses, b) Touking on Financial Prisks in the hope of profit.
(00)	Custodian -: A Custodian also known as a Custodian bank i refers to a financial institution that hold the possession of customers securities to reduce the possibility of theft or loss.
	Note: Handial Institution like (typically) q regulated entity with granted authority like a bank) that holds authority like a bank) that holds customer's Securities for safekeeps in order to minimize the risk in order to minimize the risk of their misuse their ortoss.

gel Export O) Send (goods or sesules) to another country for 33 Import duty is a team contected on imports and Some experts by a country is Customs authorities: -ighn entry that records an amount that is 94 Debit recorded on the left. hand side of the account b) Debits (dr) second all of the money Trowing into an account. -. Credit (cr) record au of the money tlowing out of an 95) Credit account 96) Rate of Interest - a) The rate provides the exact amount of Interest pays for a loan b) An interest rate teus you how high the cost 0 t borrowing is or high the sewards are for baving. 110 for 18:11

11		
	Organization and a Customer. b) A Statement is a Benkince that Says Something is true.	ge) E
	Financial Advisor : A Financial advisor is one who provides guidance on how, where and when to Invest	33)
88)	Werfare Surrenders -: A company which suffer Suffers a traiding loss and surrenders this loss to another company for the purpose of group -telef.	94)
89)	Note -: Typically paid on daily or weekly basis.	95)
90)	Implementation: The process of putting a decision or plan into effect i execution.	96)
91)	Import - 9) Bring Egoods or Services) into a country from abroad for Sale.	
94)	1) to An import is a good or service bought in one country that was produced in another	

To force someone to do 100 Oblige Something OR To make it is necessarry for someone to do Something. Production costs report to 108) Cost of production -Indirect costs businesses face from manufactualing a product or previoling