

Unit - 2

- * Vocabulary - Related to business - commerce, Banking, media and General Corporate Phrasal Verb.

- Why business Vocabulary is important?

Business Vocabulary allows two individuals or groups to hold a simpler, clearer conversation without the need to explain complicated ideas or constantly check that information is understood.

Meanings

word

meaning

- 1) Guidance -:
 - a) Advice or information provided by a person of experience.
 - 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) Enlarge -:
 - a) To make something
 - b) To become bigger.

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

23) Authorization

- ∴ a) To endorse, empower, justify or permit by or as if by some ~~general~~ ~~reorganized~~
b) proper Authority
(Such as custom, evidence, personal right) a custom authorized by time.

24) penalty

- ∴ A punishment imposed for breaking a law, rule, or contract.

25) Headquarter

- ∴ a) A place from which a commander performs the functions of command
b) The administrative centre of an enterprise.

26) Commercial

- ∴ a) concerned with or engaged in commerce
b) making or intended to make a profit.

27) Abandoned property

- ∴ It shall be the duty of every police officer to take charge of all unclaimed property

28) Funds

- ∴ a) A sum of money saved
b) made available for

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Negotiation - the action or process of transferring legal ownership of a document.

32) Earn - Earnings are the amount of money you make from doing a job.

33) Crisis - A crisis is a sudden and unplanned event that results in the instability of an organization and can be caused by internal or external factors.

34) Bill of Exchange - a) A promissory note
b) A written order to a person requiring them to make a specified payment to the signatory.

35) Dividend - A dividend is a reward paid to the shareholders for their investment in a company's equity and it usually originates from the company's net profit.

36) Discount - a) A deduction from the usual cost of something
b) Discounts are a reduction of the regular price of a product.

43) Financial Statement :- Financial statements are written records that convey the business activities and the financial performance of a company.

44) Investment :- a) Investment means an investor's investing capital to do business organization
b) An Investment is an asset

45) Credit :- a) An agreement between a lender and a borrower.

46) Allowance :- a) An amount or share allotted or granted
b) company allowance means the allocation paid by the company to the worker when he/she has travel away from his/her usual place of work.

47) Average :- a) average are mean, median and mode
b) The apportionment of financial liability resulting from loss
c) ~~or~~ damage damage to a ship or its cargo

Notes :-

a particular purpose

- 32) Flow of Funds :- a) Flow of Funds (FOF) are financial accounts that are used to track the net inflow and outflow of money to and from various sectors of a national economy.
b) A fund flow refers to the inflow and outflow of funds or assets for a company.

Notes :-

- i) Inflow money :- Cash inflow is the money going into business which could be from sales, investments or financing.
ii) Outflow of money :- It's the opposite of cash outflow, which is the money leaving the business.

- 30) Fluctuation :- An irregular rising and falling in number or amount.

- 31) Action :- a) Any action (include negotiations, consultations, requests etc) that involves the provision of information between the owner and the contractor.
b) ~~Some~~ Something done

Notes :-

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- a) A deduction from the usual cost of something.
b) Discount also means reduction of the regular price of a product.

37) Unemployment :- The condition of one who is capable of working, actively seeking work, but unable to find any work.

38) Scan :- The continual analysis of the environmental inside and outside of an organization. It's used to evaluate potential opportunities, threats, market trend and lessons that can affect the company.

39) Coupon :- A usually small piece of printed paper that lets you get a service or product for free or at a lower price.

40) Winding up :- Winding up involves ending all business affairs and includes the closure of the company.

41) Fraud :- The act of misrepresentation - scammers lying about themselves or their actions and service - to cause a gain or loss.

42) Withdrawal :- A withdrawal occurs when funds are removed from an account.

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Average - This is the arithmetic mean, and is 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.

48) Welfare :- money or aid given by the government to help a large company

49) Taxation :- money paid as tax

50) Bonus :- a) An extra dividend or Issue paid to the shareholders of a company
b) A sum of money added to a person's wages as a reward for good performance.

51) Assets :- A resource of value that you own or lease that helps you run your business. These resources can be Tangible (computer, machine etc) and Intangible (goodwill, reputation etc).

52) Restricted Assets :- a) Assets that are not available for current operating purpose.

Notes:- therefore like a word when Organized limited So the as the Organized and

53) Br

54) A

55) I

repairing the roof

18) Equipment

- ∴ a) The things that are needed to do a particular activity
b) computers, trucks and manufacturing machinery are an example of equipment.

19) Breach

∴ An act that breaks an agreement, a law etc.

Sentence: A breach of confidence

20) Dress codes

- a) make managers more identifiable to subordinates
b) showing that they have the authority to make decisions and the skills to guide the rest of the team.

21) Guarantee

∴ A written promise by a company that it will repair or replace a product if it breaks in a certain period of time.

22) Market Research ∴ The study of what people want to buy and why

market research consists of systematically gathering data about people or companies - a market - and then analyzing it to better understand what that group of people needs.

23) Authorization

∴ a) To endorse, empower, justify or permit by or as if by some ~~organization~~ ^{organization}
b) proper Authority (such as custom, evidence, personal right, a custom authorized by time.

Unit - 2

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Business Vocabulary allows two individuals or groups to hold a simpler, clearer conversation without the need to explain complicated ideas or constantly check that information is understood.

Meanings

- | Word | meaning |
|----------------|---|
| 1) Guidance :- | a) Advice or information provided by a person of experience.
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) Enlarge :- | a) To make something
b) To become bigger. |

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

4) Clause :- One of the sections of a legal document that says that something must or must not be done.

5) Null :- a) having no legal or binding force; Invalid
b) Null means having no value; in other words null is zero.

6) Void :- a) A large empty space
b) Completely lacking something
Sentence - This book is totally void of interest for me.

7) Competitor :- A person or organization that is competing against others.

8) Invoice :- a) An official paper that lists goods or services that you have received
b) While an invoice is a request for payment, a receipt is the proof of payment.

9) Counteroffer :- An offer made in response to another.

10) Trademark :- A unique symbol or word used to represent a business or its product.

11) Consensus :- Agreement among a group of people
Sentence - To reach a consensus.

12) public relations :- The state of the relationship between an organization and the public.

13) Agenda :- A list of matters that need to be discussed or dealt with.

14) Visualize :- To imagine or have a picture in your mind of somebody/something.

15) After-sales Service :- Any support provided to a customer after the product or service has already been purchased.

16) Strategy :- a) A plan that you use in order to achieve something
b) The action of planning how to do or achieve something.

17) Estimate :- A written statement from a person who is going to do a job for you. For example a builder or painter, telling you how much it will cost.

Sentence - They gave me an estimate for

Word ~~with~~ where did the restriction come from when they were donated to the not-for-profit Organization the donor the donors had limited their use for some type of purpose. So the limitation it came from the donor as the donor was to give asset to the Organization put some type of restriction and limitation on its restricted assets.

53) Broker -∴ a) A broker is an individual or firm that acts as an intermediary between an investor and securities exchange.
b) A person who buys and sells goods or assets for others.

54) Association -∴ A group of people organized for a joint purpose.

55) Liability -∴ liability refers to the state of being responsible for something and this term can refer to any money or service.

Unit - 4

★ Communication Skills

- a) Models and Barriers in Communication
- b) Role and Functions of media
- c) Characteristics of media

owned to another party.

- 55) Net profit :- a) Net profit is the amount of money your business earns after deducting all operating, interest and tax expenses over a given period of time.
b) Net profit is total revenue minus total expenses.

Note :- To arrive at value of net profit, you need to know a company's gross profit. If the value of net profit is negative, then it is called net loss.

- 56) profit :- Profit is the money you have left after paying for business expenses.

- 57) Loss :- An amount of money lost by a business or organization.

- 58) Shareholder :- a) The term Stockholder and Shareholder both refer to the owner of shares in a company.
b) A Shareholder is a person or institution that has invested money in a corporation in exchange for a "share" of the ownership.

70) Balance Sheet :-

The term balance sheet refers to a financial statement that reports a company's assets, liabilities and shareholder equity at a specific point in time.

Note :- The balance sheet is an essential tool used by executive, investors, analysts and regulators to understand the current financial health of a business.

71) Compromise - : a) settle a dispute by mutual concession

b) expediently accept standards that are lower than is desirable.

72) Ratio :- The limiting of goods or services that are in high demand and short supply.

73) Banking :- Banking is the business of protecting money for others.

74) market :- market, a means by which the exchange of goods and services takes place as a result of buyers and sellers being in contact with one

another directly or through mediating agents or
institutions.

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- 60) moofer → An individual working outside of typical office setting is called moofer.
- 63) mortgage → a) A transaction between two people
: a borrower and the lender.
- 64) Money Laundering → money laundering is the illegal process of making large amounts of money generated by criminal activity.
- 65) Deposits → a) A deposit is a sum of money kept in a bank account.
b) money held at bank
- 66) Compensation → a) A systematic approach to providing monetary value to employees in exchange for work performed.
- 67) Certificate → A Certificate of Incorporation is a legal document / license relating to the formation of a company or corporation.
- 68) Offering policy → An offering is the issue or sale of a security by a company.
- 69) Obligation → Something that a person feels morally or legally forced to do.

59) Board of Directors :- A company's board of directors is the group of people elected by the company's shareholders to manage the company.

60) Loan

:- a) A loan is a form of debt incurred by an individual or other entity.

b) A loan is a sum of money that one or more individual or companies borrow from banks or other financial institutions so as to financially manage planned or unplanned events.

61) Takeover :- a) A takeover occurs when one company makes a successful bid to assume control of or acquire another. Takeover can be done by purchasing a majority in stake in the target firm.

Note :- When one company takes over another and establishes itself as the new owner, the purchase is called an acquisition.

- Takeovers are also commonly done through merger and acquisition process.

another directly or through mediating agents or institutions.

- 75) Revenue :- 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.
- 77) production :- production is about creating goods and services.
- 78) Debt :- a) The amount owed by the borrower to the lender.
b) Debt means the amount of money which needs to be repaid back.
- 79) millionaire :- ~~net~~ a) millionaire when their net worth or their assets minus their liabilities
b) totals \$4 million or more
- 80) Capital :- The money it has available to pay for its day-to-day operations and to fund its future growth.

97) Encoding

:- Encoding is the process of turning thought into communication

98) Energy Sector

:- The energy sector is a category of stocks that relate to producing or supplying energy.

99) Entrepreneur

:- a) A person who sets up a business or businesses,
b) Taking on financial risks in the hope of profit.

100) Custodian

:- A custodian also known as a custodian bank, refers to a financial institution that hold the possession of customer's securities to reduce the possibility of theft or loss.

Note :- Financial Institution ~~like~~ (typically, a regulated entity with granted authority like a bank) that holds customer's securities for safekeeping in order to minimize the risk of their misuse, theft or loss.

92) Export

-: a) Send (goods or services) to another country for sale.

93) Import duty

-: Import duty is a tax collected on imports and some exports by a country's customs authorities.

94) Debit

-: a) An entry that records an amount that is recorded on the left-hand side of the account.
b) Debits (dr) record all of the money flowing into an account.

95) Credit

-: Credit (cr) record all of the money flowing out of an account.

96)

Rate of Interest

-: a) The rate provides the exact amount of interest a person earns or pays for a loan.
b) An interest rate tells you how high the cost of borrowing is, or high the rewards are for saving.

Organization and a customer.

b) A Statement is a sentence that says something is true.

87) Financial Advisor :- A financial advisor is one who provides guidance on how, where and when to invest.

88) ~~Welfare~~ Surrender :- A company which suffers a trading loss and surrenders this loss to another company for the purpose of group relief.

89) wages :- A fixed regular payment earned for work or service.
Note :- Typically paid on daily or weekly basis.

90) Implementation :- The process of putting a decision or plan into effect; ~~exec~~ execution.

91) Import :- a) Bring (goods or services) into a country from abroad for sale.

~~get~~ Export :- b) An import is a good or service bought in one country that was produced in another.

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101) Oblige :- To force someone to do something OR
To make it necessary for someone to do something.

102) Cost of production :- production costs refer to all of the direct and indirect costs businesses face from manufacturing a product or providing a service.