

# Preface

Instrumental English for Banking and Finance has been written for the student who works in the sphere of banking and Finance. This textbook is designed to give the student an introduction to English banking and financial terminology, while at the same time reviewing some of the more important grammatical structures of the language.

The book is divided into two sections of **seven** lessons each. The first section covers basic banking procedures the second section deals with investment, and international banking and finance. This broad range of topics should meet the English language needs of people working across the whole spectrum of banking. An appendix of numbers and dates has also been provided as a reference for the student.

Each of the twelve lessons of this book is centered on a different aspect of banking or finance, and provides numerous exercises, both structural and communicative, in which the learner practices the new vocabulary and grammatical points introduced in the lesson. Some lesson also contain supplementary readings (the reading plus sections) which give the student the opportunity to read authentic maturational banking and international monetary arrangements in selecting topics for this book, in order to better meet the varied needs of our students.

We hope that instrumental of English for banking and finance will address those students of English who want to review and expand their command of the basic patterns of the language, while at the same time acquiring vocabulary that is closely related to their professional interests and concerns. This book will give them the knowledge and skills they need to use English successfully in the areas of banking and finance, and will provide them with a solid basis for more advanced study.

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**UNIT 1*****BANKS AND BANKING***

Banks are closely concerned with the flow of money into and out of the economy. They often cooperate with governments in efforts to stabilize economics and prevent inflation. They are specialists in the business of providing capital, and in allocating funds on credit. Banks originated as place to which people took their valuables for safe-keeping, but today the great banks of the world have many functions in addition to acting as guardians of valuable private possession.



Banks normally receive money from their customers in two distinct forms on current account and on deposit account. With a current account, a customer can issue personal cheques. No interest is paid by the bank on this type of account. With a deposit account, however, the customer undertakes to leave his money in the bank for a minimum specified period of time. Interest is paid on his money.

The bank in turn lends the deposited money to customers who need capital. This activity earns interest for the bank, and this interest is almost always at a higher rate than any interest which the bank pays to its depositors. In this way, the bank makes its main profits.

We can say that the primary function of a bank today is to act as an intermediary between depositors who wish to make interest on their savings, and borrowers who wish to obtain capital. The bank is a reservoir of loan able money, with streams of money flowing in and out. For this reason, economists and financiers often talk of money being liquid, or of the **liquidity** of money. Many small sums which might not otherwise be used as capital are **rendered** useful simply because the bank acts as a **reservoir**.

The system of banking rests upon a basis of trust. Innumerable acts of trust build up the system of which bankers, depositors and borrowers are part. They all agree to behave in certain predictable ways in relation to each other and in relation to rapid

fluctuations of credit and debit. Consequently, business can be done and cheques can be written without any **legal** tender visibly changing hands.

**A. Find word or phrase in the text to fill in the blank, changing its form if necessary:**

1. The..... creates money inflow.
2. Situation when money loses its value is seen as .....
3. We need to .....with each other to win the tough competition.
4. Our business is ..... and rather good at present.
5. The board of directors has to be careful in ..... funds to each type of products to get highest efficiency.
6. .... are the things an individual has?
7. A current account is .....form a deposit account is that the former pays no interest while letter pays interest.
8. A broker is an ..... between a seller and a buyer.
9. .... refers to the ability of changing assets into cash.
10. The amounts which have been ..... for past year have not been distributed to shareholders.

Today's exchange rates			
CURRENCY	SYMBOL	BUYING RATE	SELLING RATE
American dollar	\$	7988	8028
Euro cents	€	11445	11503
Pound sterling	£	12915	13173
Australian Dollar	A\$	8202	8366
Canadian dollar	C\$	8055	8216
Japan yen	¥	100	102
Singapore dollar	S\$	6671	6805
Vietnam Dong	xu D	0376	0384
Thailand Baht	Bt	267	269
China Yuan	fen Y	1216	1232
Korea won	KW	7.33	7.42

**Foreign exchange**

**I'd like to change some Kip into US dollars.**

*Cashier:* Hi. May I help you?

*Mrs. Somchai:* Yes. What's the buying rate for US Dollar?

*Cashier:* 8250kip to the US Dollar.

*Mrs. Somchai:* Okay. I'd like to change some kip into US dollars, please.

*Cashier:* Sure. How much would you like to change?

*Mrs. Somchai:* Six hundred dollars.

*Cashier:* Very good. May I see your passport?

*Mrs. Somchai:* Here you are.

*Cashier:* How would you like your bills?

*Mrs. Somchai:* In fifties please.

**B. Fill in each blank with a suitable phrase below:**

on credit, in efforts to, in addition to, in relation to, rest upon a basis of

1. The activity of a bank ..... innumerable acts of trust.
2. With a credit card, the card holders can buy goods .....
3. We all are ..... overcome the problem.
4. Rate of exchange is the value of one unit of one currency ..... another currency.
5. Nowadays, ..... providing banking services, banks also make available for their customers non-banking services.

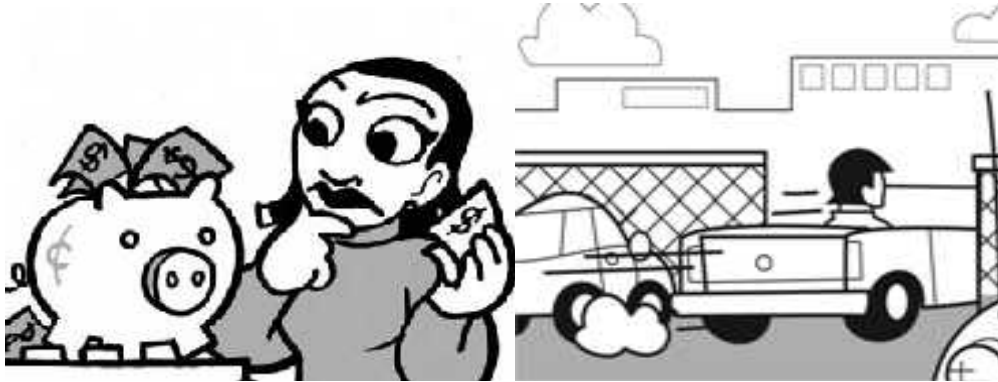
**C. Answer the questions:**

1. What is a bank?  
.....
2. Where do banks often get money for themselves?  
.....
3. What is the difference between a current and deposit account?  
.....
4. What are the main profits made by a bank?  
.....
5. What is the primary function of a bank?  
.....

## UNIT 2 WHY HAVE A BANK ACCOUNT?

### I. What are you going to do with your grant?

- A. put it under the mattress, or
- B. put it into a bank account



#### ❖ These are some advantages of having a bank account:

- **SECURITY** – No need to carry or keep at home large amounts of cash.
- **CONVENIENCE** – With a current account you can pay by cheque in restaurants, shops and petrol stations. No embarrassing shortages of cash.
- **INVESTMENT** – In a deposit account your money works for you and earns interest, at the moment 16% a year. A much better way of saving than under the mattress!
- **LOANS** – Want to buy something special? Not enough money? the bank may be able to lend you some.
- **ADVICE** – Do you have difficulty organizing your finances? The bank is there to help and advice.
- **TRAVEL FACILITIES** – Going abroad? The bank can arrange travelers cheques and foreign currency. Shops and banks in many European countries now accept your normal cheques as Eurocheques.
- **ARRANGE THE FUTURE** – When the time comes, the bank can help you with all the big money problems like buying a house or running a business.



**C. Banking services:**

What type of banking do the following people need?

1. Peter Baker a young computer programmer, wants to buy a car, but doesn't have enough money  
.....
2. Nigel Major, a businessman, travels around the country and needs to pay a lot of people .....  
.....
3. Susan Calvin, a doctor, is going on holiday to Greece in summer  
.....
4. David Wheeler and Jane Pettigrew are going to get married next month  
.....
5. Daniel Johns has just left college and wants to start a garage business  
.....
6. Rosie Plant has just inherited \$2.000 from her aunt  
.....

**D. Answer the questions:**

1. If all my money is in the bank, how can you pay in shops and restaurants?  
.....
2. How can a bank account help me to earn money?  
.....
3. How can a bank help me if I want to go abroad?  
.....
4. How can a bank help me to arrange my future?  
.....



LOANS	
Length (Months)	36
Interest Rate	7.5%
Monthly Payment	\$249





## II. Opening an account

- When you open a bank account you must give the names and addresses of two people to the bank. These people are asked to write a short letter, called a **reference**, about your character.

- In England you can open a bank account with as little as £1. Two people can open an account together. This is called a **joint account**.

- The bank asks for an example of your signature, called a **specimen signature**.

- You pay the bank a commission or account charge for their services. In some banks, if you keep a certain amount of credit in your account, these services are free of charge.

### A. True or false?

Look at the statements below and (✓) if you think they are true or false. Can you correct the false statement?

1. You do not have to put any money into your account when you first open it.
2. The bank charges a commission for its services.
3. It is not possible to share an account with someone.
4. You need two references to open a bank account.

T	F

### B. Hidden word puzzle:

### C. Giving instructions:

A bank clerk is giving a customer instructions about where to write certain information on a form like this:

THE INFORMATION IS: 17 April 2002

THE CLERK SAYS: *Could you put it* in the place where it says “date” please?

**Look at the other phrases you can use and then give similar instructions for the information listed below:**

1. 0649973 .....
2. Two £10 notes and three £5 notes  
.....
3. One 50p coin  
.....

4. Sidney street, Oxford

.....

5. Kerin Whitman

.....

6. £35.50 .....

**D. Write questions: Write question using the following notes. Can you answer your questions?**

1. What/ you/ give/ bank/ when/ open/ bank account?

.....

2. How much/ need/ open/ bank account/ England?

.....

3. What/ example/ signature/ called?

.....

4. What/ pay/ bank/ services?

.....

5. How/ get/ services/ free/ charge?

.....

# UNIT 3

## CURRENT ACCOUNTS



A current account, known as checking account in USA, is the most popular bank account. It provides both safety and convenience. Like any other type of bank account, it is safe because the account holders do not need to carry cash, which can be easily lost or stolen. It is also convenient since the holders are given a cheque book – a small booklet full of cheques to pay their daily bills easily and to withdraw money from their accounts. Moreover, current account holders may be provided with a cash card, which can be used to withdraw money from their accounts by using ATMs (Automated Teller Machines) and a debit card used to pay for goods or services through auto-payment system without making out a cheque.

However, current accounts do not usually pay interest since money on this is usually demand deposit, which can be withdrawn at any time. This does not allow banks to use this deposit to lend out with interest to these who need capital.



Current account holders can overdraw their accounts up to a limit called agreed overdraft limit. Sometimes customers write a cheque for more money than they have in their account. This is called bouncing a cheque. And if a current account holder bounces a cheque the bank usually charges a bounced cheque fee. This is necessary to prevent the

holders from writing bad cheques. However, in practice, banks usually require that the holders keep a minimum amount of money in the account. This guarantees that the banker will at least be able to lend out a certain amount with interest to pay the costs of processing cheques. If the depositors withdraw money and the balance falls below the minimum the bank will then charge a service charge a small fee each month.

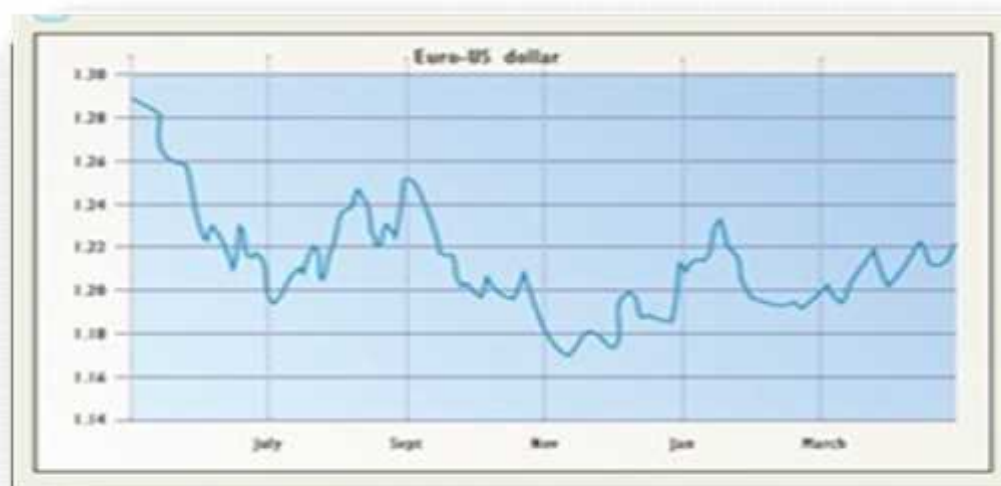
**A. Choose the best answer:**

1. using a bank account is:  
a. safe      b. convenient      c. both a and b
2. Using a current account is:  
a. safe      b. convenient      c. both a and b
3. A current account is similar to:  
a. checking account      b. savings account  
c. both a and b
4. A current account is the same as a checking account. But current account is used in the ..... while checking account is used in the .....  
a. US      b. US and UK      c. UK and US
5. Current account holders can receive:  
a. a cheque book    b. a debit card      c. both a and b
6. When withdrawing by cash card, you:  
a. need to write a cheque  
b. do not need to write a cheque  
c. need to find an ATM and to write a cheque  
d. need to find an ATM and do not need to write a cheque
7. A current account holder usually gets:  
a. interest    b. no interest    c. fee    d. no fee
8. Banks usually pay no interest on current accounts because:  
a. they can use the balance to lend out written interest  
b. they can not use the balance to lend out written interest  
c. they can use the balance to borrow money with interest  
d. they can not use the balance to borrow money with interest
9. Agreed overdraft limit means:  
a. the minimum amount a current account holder can overdraw  
b. the maximum amount a current account holder can overdraw  
c. the minimum amount a current account holder can overdraw, which is between the holder and the manager  
d. the maximum amount a current account holder can overdraw, which is between the holder and the manager
10. A current account holder has to pay a monthly service charge when:  
a. he withdraws money from his account

- b. he withdraws money from another's account
- c. he withdraws to leave the balance smaller than the minimum
- d. he withdraws to leave the balance larger than the minimum

**B. find word or phrase in the text to fill in the blanks:**

1. .... can reduce much paperwork and makes the payment simple and faster.
2. every morning our ATMs are ..... money to meet the customer's withdrawals.
3. when money is lent or borrowed, ..... is always calculated.
4. the opposite of in theory is .....
5. to avoid writing ....., banks usually charge a fee.



# UNIT 4

## SAVING BANKS



### Vocabulary:

**to fill out** – to write the necessary information

If you want to deposit money you have to fill out a deposit slip.

If you want to withdraw money you have to fill out a withdraw slip.

**to sign** – to write one's name

Please sign on the last line of the slip.

**signature** – a person's name written by himself

The bank requires the depositor's signature for all withdrawals.

**rate** – amount or percentage (%)

“What is the current rate of interest on savings accounts?”

“the bank pays 5 1/2% interest a year.”

Term deposit accounts pay higher interest rates than regular savings accounts.

**computer** – an electronic machine that does difficult mathematical operations and that has a memory

Modern banking depends on computers to perform (do) complex operations.

**to accommodate** – to take care of, attend to, help

There was a delay in accommodating the customers because the computer broke down.

**Assets** – everything that a company or bank owns and that has value (worth)

**Current assets** – assets that can be turned readily into cash

**Fixed assets** – land, building, equipment

The assets of our bank are over 10,500,000.

**Liabilities** – money owed by a company or bank

**balance sheet** – a statement of a company's assets and liabilities

**to owe** – to have to pay money

**solvent** – being able to pay all money that you owe

Since his firm's assets equal the liabilities, his firm is solvent.

**Vocabulary practice**

Select the answer that correctly completes each sentence

1. an account that two or more people hold is a \_\_\_\_\_  
a. joint account    b. term deposit account    c. savings account
2. in order to withdraw money the bank requires your \_\_\_\_\_  
a. deposit    b. interest    c. signature
3. the bank records all transactions of an account in the customer's \_\_\_\_\_  
a. withdrawal slip    b. assets    c. passbook
4. many banks work with so many different customers and accounts that they need \_\_\_\_\_ to record all transactions  
a. deposit slip    b. computers    c. parties
5. you have to \_\_\_\_\_ your check in order to cash it.  
a. withdraw    b. endorse    c. accommodate

**A BANK MANAGER SPEAKS**

My name is Jane Carson and I am the manager of a saving bank in Portland, Oregon. My bank opens every day from 8.30 in the morning until 4.00 in the afternoon. On Friday the bank remains open until 6.30 in the evening. Friday is our busiest day. Many people get their paychecks on Fridays and they come in to deposit them. I find that on Friday I have to keep six windows open all day long. My bank tries hard to reduce the amount of their time that the customers have to wait for service. We have many signs to remind people that they need their passbooks for all transactions and that they must fill out their deposit or withdrawal slips completely. If our depositors cooperate with us we can accommodate them with as few delays as possible.

Of course, people do forget. The tellers inform me that many customers still forget to endorse their checks or try to open or close joint accounts with the signature of only

one of the parties. But I hope that my program of information of customers will reduce such delays.

Banking has changed a lot in recent years. Computers now do much of the work that the tellers used to do. As computers improve, they are able to accomplish the most difficult task and they help us serve our customers better.

Another important change in banking, especially for saving banks, are the many different term deposit accounts that are available to our customers. Since this certificates of deposit offer high interest rates they help attract deposits to our bank. I make sure that our staff always has the latest information about these accounts so that they can advise our depositors correctly. My bank is not a very large bank. The total of our current assets and fixed assets comes to 15.550.000 dollars. I am proud to our balance sheet. Although some banks across the country are having difficulties. My bank has more assets than liabilities. We are solvent and growing. The number of customers we serve has increased this year and I expect that it will continue to grow in the future.

### **Comprehension check**

#### **A. State whether each sentence is true or false based on the reading.**

1. Jane Carson's bank closes at 3:00 P.M on Fridays.
2. Fridays are very busy days at Jane Carson's bank
3. Ms. Carson has an information program for customers.
4. Computers and term deposit accounts have brought changes to banks.
5. Jane Carson's bank has more liabilities than assets.

#### **B. Answer the following questions orally.**

1. What does a bank manager do?
2. How many windows are opened on Fridays?
3. Why do they need so many windows on Fridays?
4. What are some of the ways in which customers cause delays?
5. What does a depositor have to do to open or close a joint account?
6. Why are computers important to a bank?
7. How do term-deposit accounts help a bank get new customers?
8. Why does the bank manager want her staff to have the latest information on term deposit accounts?
9. How much money does Jane Carson's bank have in assets?
10. Why is Ms. Carson hopeful about the future of her bank?

#### **C. Composition makes a list of the most important aspects of Jane Carson's job.**

### **Building your vocabulary:**

- A. Matching:** Find the words in the right hand column that match the words closest in meaning in the left hand column.



- |                          |                  |
|--------------------------|------------------|
| 1. percentage            | a. savings       |
| 2. customer of a bank    | b. joint account |
| 3. person's written name | c. rate          |
| 4. money owed            | d. slip          |
| 5. two party account     | e. delay         |
| 6. director              | f. account       |
| 7. piece of paper        | g. manager       |
| 8. money in the bank     | h. depositor     |
| 9. record(noun)          | i. signature     |
| 10. lateness             | j. liabilities   |

**B. Rewriting sentence:** Rewrite each of the following sentences replacing the underlined word or words with correct form of one of the new words of this lesson:

**Model:** Please write the necessary information on this form.

Please fill out this form.

1. Please write your name on this slip.
2. The bank tries to take care of all its depositors.
3. I must take out fifty dollars today.
4. Please sign the back of this check.
5. Which bank offers a higher percentage of interest?

### Grammar:

#### I. PRESENT TENSE – negatives, questions

I	}	don't	{	deposit money.
You				fill out a deposit slip.
We	}	doesn't	{	close an account.
They				have a saving account.
He				go to the bank on Monday.
She				

Do	}	I	{	deposit money?
		you		fill out a deposit slip?
	}	we	{	close an account?
		the customer		have a saving account?
Does		he		go to the bank on Monday?
		she		

**Structure practice:****A. Make each sentence negative by adding don't or doesn't.**

Example: *Mary works in a bank.*

*Mary doesn't work in a bank.*

1. I deposit my paycheck on Fridays
2. The customer endorses his check.
3. We fill out a deposit slip.
4. The manager helps you open an account.
5. We save a lot of money.

**B. Now make each of the statements in exercise A into questions using do or does.**

Example: Mary works in a bank.

Does Mary work in a bank?

**II. PAST TENSE – negatives and questions**

I You He She We They The teller	{	didn't	{	have a good day
				fill out a slip.
				withdraw any money.
				open a savings account.
				forget to endorse the check.
				forget to endorse the check.
Did	{	I you he she we they the manager	{	bring the passbook?
				make a deposit?
				get the necessary signature?
				speak with the teller?
				deposit last week's check?

**Structure practice:**

**C. Make the following sentences negative using didn't. Remember to change the form of verb from past to infinitive.**

Example: Mary worked in a bank.

Mary didn't work in a bank.

1. The customer deposited a lot of money.
2. Mrs. Allen closed her account.
3. The depositor endorsed his paycheck.
4. Mr. Robinson's wife signed the slip.
5. The computers caused a delay.

**D. Now make each of the statements in exercise A into questions using *did***

Example: Mary worked in a bank.

Did Mary work in a bank?

**UNIT 5*****CHEQUE***

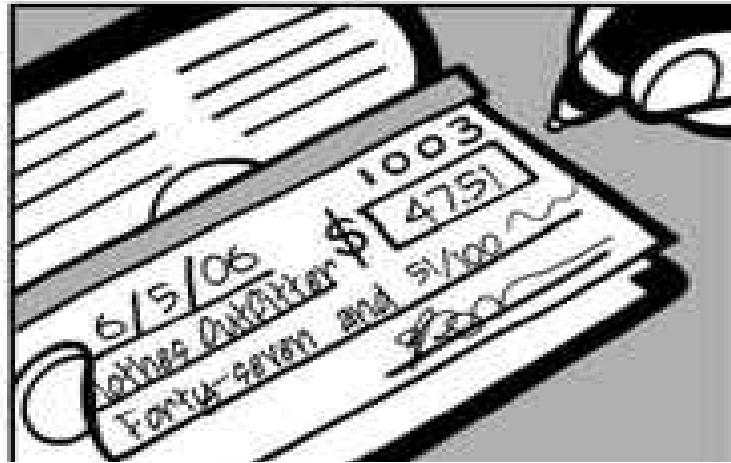
<b>LLOYDS BANK</b>		22-33-44
Newcastle Branch – 38 High St. Newcastle		5 <sup>th</sup> August 2011
<b>Pay: Thongsouk Sahara</b>		or order
<b>ໜຶ່ງຮ້ອຍຫ້າສິບພັນກີບ ຖ້ວນ</b>		Kip150.000.00
Liods bank		ມານີລາ
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A cheque is an order by the accountholder to withdraw funds from his account, either in cash or through payment to another party.

Cheques provide both safety and convenience. A cheque is a non-cash payment instrument, i.e customers do not need to carry large amount of cash with them, which is easy to be lost or stolen. In addition, a cheque is only valid when it is signed by the account holder and is secured by a cheque card so your money can not be withdrawn from your account if someone finds your cheque book. Using cheques is convenient because they are easy to use. The account holder can draw a cheque anywhere without going to the bank such as in shops, supermarkets, restaurants, hotels and so on.

When drawing a cheque, it is obligatory to complete all. The drawer must write cheques in ink and avoid as many blanks as possible for fraudulence and use the ruler to cross out any blanks. In the case of a blank cheque book being used, all the cheques need to be crossed, with “not negotiable”. If the cheque is corrected or changed, the drawer must initial the correction in addition to his usual signature. In effect, a cheque presented will be honored if there is enough money in the drawer’s account.

Different types of cheque books are supplied to account holders free of charge according to their requirements either with or without stubs, bearer or order, crossed or uncrossed.



Cheque books can be sent to account holder by registered post, or may be given to the account holder at the counter against his signed receipt.

Cheque books are considered as security documents in view of danger of their misuse by persons trying to commit fraud.

**A. Find words or phrases in the text which have the meanings as follows:**

1. a person who has an account with a bank.
2. to take money out of an account
3. payments in which cash is not used
4. to fill in
5. space where nothing is written or printed
6. dishonest in doing something
7. not transferable
8. sign with the first letter of surname and first name
9. to pay cash for the cheque or the payee's account is credited when the cheque is presented
10. use something in a wrong way

**B. True or false or not given statements**

1. Customers can use cheques to withdraw money from their accounts.
2. If you lose your cheque book, you will certainly lose money.
3. There are two signatures of the drawer on a cheque which is corrected or changed.
4. Blank cheques must be crossed cheques.
5. The account holders need to pay for a cheque book.
6. A cheque book may or may not have counterfoil.
7. Using cheques for payment is completely safe.
8. If there is not enough money in the drawer's account, the cheque is seen as an incorrectly made out cheque.

**C. Answer the following questions.**

1. What is a cheque?  
.....
2. What are the advantages of using cheques?  
.....
3. How should an account holder draw a cheque?  
.....
4. What is the role of a cheque card?  
.....
5. How many types of cheques are mentioned in the text? What are they?  
.....

**D. Fill in a blank with a suitable word from the reading.**

1. A person who draws a cheque is a \_\_\_\_\_
2. A cheque is \_\_\_\_\_ when it is signed by the account holder.
3. A cheque is guaranteed by a cheque \_\_\_\_\_
4. If a cheque is corrected, the correction must be \_\_\_\_\_ by the account holder.
5. In reality, a cheque will not be \_\_\_\_\_ unless there is enough money in the drawer's account.
6. The account holders can be provided with a cheque book free of \_\_\_\_\_
7. We should not leave much \_\_\_\_\_ when drawing cheques.
8. You need to sign \_\_\_\_\_ when you receive your cheque book.

**UNIT 6****MONEY**

All value in economic system is measure in terms of money. Our goods and services are sold in money, and that money is in turn exchanged for our goods and services. Coins are adequate for small transactions, while paper notes are used for general business. There is additionally a wider sense of the word money, covering anything which used as means of exchange for whatever from it may take.



Originally, a valuable metal (gold, silver and copper) serve as a constant store of value, and even today American the dollars are technically backed by the store of gold which the US government maintains. Because metal universally regarded as valuable metal, national currencies are considered to be strong as the national economies which support them.

Valuable metal has generally been replaced by paper notes. These notes are issued by government authorized bank, and are known as 'legal tender'. Other arrangement such as cheques and money orders are note legal tender. They perform function of substitute of money and perform as 'instrument of credit'. Credit is offered only when creditor believe that they have good chance of obtaining legal tender when they present such instrument at the bank or another authorized institution. If a man's assets are known to be considerable, and then his credit will be good. If his assets are in doubt, then it may be difficult for him to obtain large sums of credit or even to pay for goods with a cheque.

The value of money is basically its value as a medium of exchange, or as economists put it, its purchasing power. This purchasing power is dependent on supply and demand. The demand for money is reckonable as the quantity needed to effect business transactions. An increase in business requires an increase in the amount of money coming into general circulation. But the demand for money is related not only to the quantity of business but also to the rapidity with which the business is done. The supply of money, on the other hand, is the actual amount in notes and coins available for business purposes. If too much money is available, its value decreases, and it does not buy as much as it did, say, five years earlier. This condition is known as inflation.

**A. Fill in the blanks in the following sentences with one of the phrases below:  
in terms of, in turn, on the other hand, known as, as a mean of, in doubt**

1. Each day two clerks of the branch ..... arrive at 8.30 to open the bank
2. A current account ..... a checking account in the US., provide both security and convenience.
3. Bill of exchange is considered ..... finance
4. Exchange rate is value of one currency..... another
5. If you have something ..... about the account opening, ask manager for more detail.
6. The owner's capital is the most exposed from the capital .....  
.....it can bring much profit for him in terms of prosperity.

**B. Find word/phrases in the text which means:**

1. money made from metal
2. money made from paper
3. an adverb from the verb "add"
4. meaning
5. gold silver and copper
6. guaranteed by
7. worldwide
8. money issued by a bank with the government's authorization
9. reasonable, much
10. ability of buying something
11. be calculated
12. speed

**C. Answer the questions**

1. What is money?  
.....
2. What is considered as instruments of credit in this text?  
.....
3. What do you mean by Good credit?  
.....
4. What does demand for money affect?  
.....
5. What is inflation?  
.....



# UNIT 7

## ELECTRONIC BANKING

### Vocabulary practice:

Select the answer that correctly complete each sentence.

1. You can't withdraw the money until the cheque \_\_\_\_\_.  
a. clears                      b. reduce                      c. retires
2. The last \_\_\_\_\_ recorded in the passbook is a deposit on September 28.  
a. device                      b. term                      c. entry
3. The computers provide \_\_\_\_\_ of bank transaction.  
a. technology                      b. instant retrieval                      c. cheque truncation
4. I hope the credit department \_\_\_\_\_ my loan application quickly.  
a. processes                      b. projects                      c. itemizes
5. All these changes in banking procedures are \_\_\_\_\_.  
a. check safekeeping                      b. far-reaching                      c. handling

### ELECTRONIC BANKING



Marta Conway, 65 years old, is retiring from the job as a teller after 40 years of services at a Bridgewater Saving Bank. She is having lunch with Penny Nichols, a young teller who has just started working at the bank.



**Penny:** Marta, you must know this bank better than anyone. I'll bet banking has changed a lot since you started working here .

**Marta:** You are so right, Penny. I have seen many changes in banking procedures over the last 40 years. Sometimes it seems that the job I do now is nothing like the job I did when I began my work here.

**Penny:** In what aspect of your job have you seen the greatest changes?

**Marta:** That is easy to answer. I think the most striking changes in banking over the 40 years that I have seen here have come from technology. All the advances in

electronic banking have made being a teller different now from when I was a young woman.

**Penny:** That is true the other new teller and I take things like computers for granted, but if I think about it, that haven't been around all that long.

**Marta:** That's right. I can still remember when I wrote each new entry in a customer's passbook by hand. The computers now do all that at the press of a button.

**Penny:** What do you think about electronic funds transfer? Even for us younger employees, it's really new concept.

**Marta:** Well Penny, if someone had told me 40 years ago that people would be able to do their banking without paper, I wouldn't have believed it.

**Penny:** I know. And here where a customers transactions, such as deposits and withdrawals, are recorded electronically and then stored in a computer's memory. When you have to check the records, the computer provides instant retrieval.

**Marta:** Those automatic teller machines have proved to be very useful, especially for our customers. Now they have access to their accounts at anytime of the day or night, 365 days a year. Since these devices are on the outside walls of banks, customers can use their plastic cards and code numbers to deposit, withdraw or transfer money from account to another even when the bank is closed.

**Penny:** These electronic funds transfer devices do save us a lot of paperwork. And think how much time automatic deposit save us!

**Marta:** Exactly. Now, not only social security benefits but also wages, salaries and stock dividends can be automatically deposited into an account. The payer doesn't even have to write a check! Using EFT procedures, he notifies the bank electronically to transfer the appropriate sum from his account to the payee's account. And account doesn't even have to be at the same bank!

**Penny:** And EFT is really just beginning. When combined with the telephone, the changes in banking are really far reaching. You know, I've started paying some of my bill by phone. I just call the bank and authorize them to transfer the money I owe from any account to the account of the electric company, gas company, or phone company automatically. That way, I take care of my bills without writing checks.

**Marta:** Writing fewer checks mean, of course, more time save for the bank's customers, but it also has advantages for the banks. I remember a course I took in banking a few years ago. We were told that in 1979, over 30 billion checks were written in the United States. Incredible! And the professor said that the figure was expected to rise to 50 billions by 1985. Now it costs banks about 16 cents to process each check and these handling costs are passed on the customers.

**Penny:** Sure. Storage and mailing of checks are expensive. The new technology really promises to cut costs there. Have you heard about check safekeeping?

**Marta:** Yes, it's a system where the bank stores the customer's checks on microfilm rather than returning them to him or her every month. The monthly

statement would itemize all the checks written by the customer. The microfilm storage would provide our customers with a permanent record of their checks. Think of the savings in space alone.

**Penny:** Another system I've heard about recently is check truncation. Many people confuse it with check safekeeping, and there are some similarities. Both procedures are designed to reduce the amount of paperwork for banks. Check safekeeping operates between the bank and its customers. Check truncation operates among banks. You know how slow our current check clearing procedures are.

**Marta:** Of course I do. In order for a check to clear, it must be presented to the bank where the payer's account is maintained, even if the bank is a thousand miles away. That's why it sometimes takes two weeks for a check to clear. It would be wonderful if the check clearing process could be speeded up.

**Penny:** that's what checks truncation is designed to do. With this new electronic procedure the check is kept at the bank where it is presented. That bank sends an electronic message to the bank that the check is drawn against. The bank where the payer has his account can then make the payment electronically. And the expense and delay of mailing the check itself are thereby avoided.

**Marta:** that's marvelous. And I'm sure this is only the beginning of the electronic revolution in banking, penny, you'll see some very exciting changes in the future!

### Comprehension check:

#### A. State whether each sentence is true or false based on the reading.

1. Marta Conway has lost her job to an automatic teller machine.
2. Electronic banking reduces the amount of paperwork for tellers.
3. Automatic teller machines operate during banking hours only.
4. Customers must have code numbers to operate the automatic teller machines.
5. Electronic funds transfer devices make it possible for payers to pay bills without writing checks.
6. The customers' checks are stored on microfilm in the system known as check safekeeping.
7. Check truncation is designed to speed up the check clearing process.
8. Check truncation eliminate the delay and expense of mailing checks from one bank to another.

**B. Answer the following questions orally.**

1. How is technology changing banking procedures?
2. How have tellers been affected by electronic banking?
3. How do automatic teller machines benefit customers? How do they operate?
4. In the electronic funds transfer procedure, what funds can be deposited and how are they deposited?
5. How do check safekeeping and check truncation differ?

**C. Composition:** Write paragraph describing some of the new features of electronic banking and explain the advantages they offer to banks and bank customers**Building your vocabulary:**

**Matching:** Find the words in the right hand column that are closest in meaning to the words in the left hand column.

- |                              |  |
|------------------------------|--|
| 1. person who writes a check | a. figure used to work an automatic teller |
| 2. using computers           | b. storage                                 |
| 3. keeping in the safe place | c. word                                    |
| 4. bill                      | d. payment for work                        |
| 5. processing expenses       | e. retire                                  |
| 6. itemize                   | f. note demanding payment                  |
| 7. code number               | g. payer                                   |
| 8. salary                    | h. handling costs                          |
| 9. stop working              | i. electronically                          |
| 10. term                     | j. make a list                             |

**Rewriting sentences:** Rewrite each of the following sentences replacing the underlined word or words with the correct form of one of the new words of this lesson.

**Model:** This new computer is such a useful machine.

This new computer is such a useful device.

1. Banking today is so much easier now that electronic devices to record transactions are used.
2. The boss pays his workers money each week.
3. When we retire we'll receive money from the government pensions program.
4. Technology has greatly lessened the teller's paperwork.
5. The customers' checks are stored on microfilm in this procedure of electronic check storage.
6. The teller can't read the signature of the person who wrote the check.

7. Check clearing procedures are made easier because of this electronic check processing system.
8. The bank makes a list of all the checks that I write each month on my monthly statement.

## **PRESENTATION**

### **A. Conditional**

I	(I'd)
You	(you'd)
He	(he'd)
She	(she'd)
We	(we'd)
They	(they'd)

### **B. Conditional sentences**

1. If the boss pays higher wages, she'll have better workers.
2. If Bob retires this year, he'll have nothing to keep him busy.
3. The bank would save time and money if it used electronic devices. (But it doesn't use them.)
4. You'd have accurate records if you itemized everything. (But you don't itemize everything.)
5. If I had reduced my costs, my profits would have been higher. (But I didn't reduce my costs so my profit weren't higher.)
6. We'd have purchased a house if we had gotten a mortgage. (But we didn't get a mortgage so we didn't purchase a house.)

**UNIT 8*****BALANCE SHEET***

The balance sheet is a statement of what a company owns (its asset) and what it owes (its liabilities) at the particular time. It consists of three major sections: assets, liabilities and equity. The agreement of these three sections varies from one country to country. In the USA and in many European countries, the assets appear on the left hand side on the page and the liabilities on the right. In England the three sections mentioned the above are arranged vertically.

Assets show the value of all items which the company has or has claimed to. An example is given to explain the difference what “what a company has” and “what company has claimed to”. All things the company has in hand such as cash, stocks in hand or premises are “what the company has”. All things the company has lent to others or invested in other result in “what the company has claimed to” in other words. “what the company has claimed to” is what the company has to ask them back.

On the right side these items are divided up into the value of things that the company has borrowed (liabilities) and the value of things that the company truly owns (owner’s equity). These two sides are always balanced. Thus, there exists the equation:



**Asset = Liabilities + Equity or  
Liability = Asset – Equity**

**A. Find words or phrases in the text to fill in the blank, changing its form if necessary:**

1. A current account holder is sent a monthly ..... showing that month’s transactions.
2. IOU means I ..... you.

3. An account statement consists of 5 ..... date, details, debits, credits and balance.
4. .... means money which the company truly owns.
5. The deposit interest rates offered by banks in Vietnam now ..... from bank to bank.
6. In the end, he ..... after his one year absence in the town.
7. .... means from top to bottom or vice versa while horizontally means from left to right or vice versa.
8. Accounts receivable are what .....

### **B. Answer the questions**

1. What is a balance sheet?  
.....
2. How many sides does it have?  
.....
3. How many sections does the right side have? What are they?  
.....
4. How are assets, liabilities and equity arranged in the UK?  
.....



**UNIT 9*****COST ACCOUNTING***

One of the main objectives of industry is to determine the selling price of the products or the cost of services that are provided by a company. To calculate a selling price that ensures a profit, it is first necessary to determine the cost of making the product or providing the service. This is the purpose of cost accounting.

For manufacturing, where raw materials are assembled into a final product, job order cost accounting is used. With this method, the accountant determines the cost of an individual item or a batch of identical goods.

The accountant must first determine the direct cost of the product. This includes the material and labor costs. These costs are found by analyzing inventories of raw materials, products in the process of being manufactured and final goods. These records are kept in different ledgers.

In addition to the direct labor and materials cost, the accountants must include overhead to obtain factory cost. Overhead is an expense that is not directly connected to the manufacture of one particular good. Some examples are depreciation of machines, property taxes for the manufacturing plant, and the salary of the plant manager. These indirect costs must be allocated to different products on the basis of a predetermined rate or percentage called the burden rate.

Cost accounting provides a systematic and logical process by which the cost of a product can be determined. This cost can then be used as a basis for determining the best selling price of a product. It is also a very valuable decision making tool for management.

**A. Choose the best answer:**

1. The first thing which needs to be done in cost accounting is to:
  - a. make profit
  - b. calculate selling price
  - c. determine cost of making a product
2. To ensure to get profits:
  - a. cost must be less than selling price
  - b. cost must be more than selling price
  - c. direct cost must be less than indirect cost
3. Direct cost includes:
  - a. material costs
  - b. labor costs
  - c. both a and b



4. Inventories consist of:  
a. raw materials      b. unfinished goods      c. finished goods  
d. a, b and c
5. Indirect cost means:  
a. material costs      b. overhead      c. direct expense
6. Overhead may be:  
a. labor cost      b. wages to workers      c. salary to the manager
7. To obtain factory cost,  
a. direct cost is calculated to make a product  
b. indirect cost is calculated to make a product  
c. a and b
8. To determine the selling price we need to calculate:  
a. cost of making a product      b. labor cost      c. material cost

**B. Answer the questions:**

1. What is the purpose of cost accounting?  
.....
2. What can be determined with job order cost accounting?  
.....
3. How are indirect costs calculated to a product?  
.....
4. What is a burden rate?  
.....
5. Why is cost accounting valuable to the management?  
.....

**UNIT 10*****CORPORATE FINANCE***

Corporations need financing for the purchase of assets and the payment of expenses. The corporations can issue share in exchange for money and property (sometimes referred to as equity funding). The holders of the shares together form the ownership of the company. Each share is presented by the stock certificate. This is negotiable, which means that it can be bought and sold. The value of the share is determined not only by the net assets divided by the total number of shares outstanding, but also by any particular rights it gives shareholders. The greater the success of the company, the more value the shares usually have.

A corporation can also get capital funds by borrowing. This is called debt funding. When corporation borrows money, they give notes or bonds, which are also negotiable. However, interest has to be paid out whether business is profitable or not.

Management must consider both the outflow and inflow of capital funds in running the corporation. The purchase of inventory and supplies, or payment of salaries, results in an outflow. The sale of goods and services results in an inflow. In the long run, the inflow must be greater than the outflow to result in a profit. In addition, a company must deduct its costs, expenses, and losses on bad debts, interest on borrowed capital and other items in order to determine whether its financial management has been profitable. The mount of risk involved is an important factor in determining fund raising and whether a particular corporation is a good investment.

**A. Answer the following questions based on the text:**

1. Why do all corporate enterprises need financing?  
.....
2. What is meant by the term equity funding?  
.....
3. How is the value of a share calculated?  
.....
4. What are some activities that produce an inflow of capital? An outflow of capital?  
.....
5. What happens in a business if the inflow of capital is not greater than the outflow?  
.....

**B. From the list below, select a word to fit each blank space in the sentences. Use each word only once.**

Equity	interest	Capital	risk
Inflow	funding	Negotiable	inventory

1. The current assets of a company usually include cash and .....
2. .... funding means financing by the owners of the company.
3. They need ..... in order to purchase supplies.
4. Of course you can sell your shares of stock: they're .....
5. They want to make a profit, so we must be careful about investing in a company that has much .....
6. Financing by borrowing funds is call debts .....
7. Where did they borrow the money and how much ..... will they pay?
8. In the long run, the ..... must be greater than the outflow to result in a profit.

## UNIT 11 SPOT AND FORWARD EXCHANGE RATES

Our analysis of the short term determined of exchange rates reveals that they are often driven by changes in expectation and, furthermore, that they can fluctuate considerably during a given day. This volatility in short term exchange rates exposes users of foreign exchange markets to risk.

The spot rate is the current exchange rate, the rate at which you can exchange a foreign currency for U.S. dollars at this instant. The spot rate for foreign exchange is akin to getting a price quote on a share of Houghton Mifflin stock from your stockbroker; it is the price at which you can buy the asset in question right now. The forward rate is different. You can sign a forward contract today at an exchange rate and quantity of currency contracted for today. But the actual exchange will take place at a specific future date at a rate called the forward exchange rate, because the currency will actually be exchanged at some forward (future) date.

The forward exchange rates may move down or up compared with the spot rate. For example, the spot exchange rate for Canadian dollars is C\$1.3508 for US\$1, while the 180-day forward rate is C\$1.3524 for US\$1. It takes more Canadian dollars to purchase a given amount of U.S. dollars in a forward contract than on the spot market. The U.S. dollar is expected to appreciate relative to the Canadian dollar over the next 180 days. In contrast, the spot rate for yen is greater than the 180 day forward rate. Since the spot rate of 104.55 yen per dollar exceeds the 180 day forward rate of 103.67 yen per dollar, the U.S. dollar is expected to depreciate relative to the yen over the next 189 days.

### A. find in the text word or phrase means:

1. finds out
2. moreover
3. move down or up
4. much, a lot
5. fluctuation
6. like, similar to
7. at this moment, now
8. a middle man between buyers and sellers of stock
9. Smith. owned
10. in consideration
11. real
12. occur

- 13. agreement in which terms, conditions ... are fixed by 2 parties
- 14. compared with or in relation to
- 15. gain value
- 16. opposite of 15
- 17. conversely
- 18. be in excess of

**B. True or false statements**

- 1. the function in the exchange rates can result in risk to Forex traders
- 2. there is no difference between spot and forward rates
- 3. in a forward contract, the exchange rate will be determined on a specific future date
- 4. the quotation of the forward rate does not depend on the spot rate
- 5. yen revalues against U.S. dollar over the next 180 days

**UNIT 12*****BALANCE OF PAYMENT***

The balance of payments summarizes the value of payments between households, firms, and governments in one country and the rest of the world. For the United States, this includes an accounting of imports and exports of goods and services, financial capital flows that include lending to and borrowing from other countries, and transfers and gifts between U.S. households, firm, or governments and the rest of the world U.S. imports are goods and services produced in other in other countries and purchased by U.S. residents.

In the balance of payments calculations, any transactions that result in a receipt of payments by a U.S. firm, household, or government is a positive entry a credit. Likewise, any transaction that results in a payment by a U.S. firm , household, or government to a foreign party is a negative entry a debit. Thus, exports are a positive entry, since the sale of U.S. products overseas results in the receipt of funds by the United States. Imports are a negative entry, since payment for imports by parties in the United States results in funds being received overseas.

Floes of financial assets also affect the balance of payments. When U.S. firms, households, or governments borrow from overseas, funds flow from abroad to the United States, resulting in a positive entry in the balance of payments U.S. residents receive funds, while the rest of the world receives an asset, an IOU payable in the future, Similarly. When the United States lends funds to the rest of the world, the result is a negative entry in the balance of payments, because funds flow out of the United States into the hands of overseas parties.

How do purchases of stocks or bonds in other countries affect the balance of payments account? When a U.S. investor purchases stock on the London stock exchange, a negative entry in the U.S. balance of payments results because funds flow from the United States to the United Kingdom. Similarly, when a Japanese investor purchases a U.S. government bond, the result is a positive entry in the U.S. balance of payments because funds enter the United States from Japan. The key in all these examples is to remember that it is the direction of the flow of funds that determines whether a transaction is a positive or a negative entry in the balance of payments.

**A. Find word or phrase in the text which is opposite:**

1. imports
2. negative entry
3. a credit
4. a receipt
5. lending

6. flow into
7. sell
8. result from
9. domestic parties
10. conversely

**B. Choose the best answer:**

1. positive entry is made in the US balance of payment when:
  - a. a US firm receives a payment from a foreign party
  - b. a US firm makes a payment to a foreign party
  - c. a foreign party receives a payment from a US firm
  - d. a foreign party makes a payment from a US firm
2. negative entry means:
  - a. a credit
  - b. a debit
  - c. a double entry
3. export results in:
  - a. a negative entry
  - b. positive entry
  - c. both a and b
4. import gives rise to:
  - a. a negative entry
  - b. positive entry
  - c. both a and b
5. flows of financial assets from other countries to the US will result in:
  - a. a negative entry
  - b. positive entry
  - c. both a and b
6. funds lent by the US to other countries will result in:
  - a. a negative entry
  - b. positive entry
  - c. both a and b
7. a negative entry is made in the US balance of payment when:
  - a. a US firm buys stocks on London stock Exchange
  - b. a US firm buys stocks on the New York stock exchange
  - c. a UK firm buys stocks on London stock Exchange
  - d. a UK firm buys stocks on the New York stock exchange
8. a positive entry is made in the US balance of payment when:
  - a. a US firm buys stocks on London stock Exchange
  - b. a US firm buys stocks on the New York stock exchange
  - c. a UK firm buys stocks on London stock Exchange
  - d. a UK firm buys stocks on the New York stock exchange

# UNIT 13

## COMPANIES

**There are two different types of companies e.g.;**

- public limited company
- private limited company

LOANS	
Length (Months)	36
Interest Rate	7.5%
Monthly Payment	\$249



Public limited companies raise money from general public through the stock market- i.e. people buy share in the company and provide capital for the business. The company's shares are usually quoted on the stock exchange where anyone can buy or sell them.

Private companies do not raise money in this way. They make private arrangement, usually by inviting wealthy individuals or other companies to put money into the business depending on the amount of the money they contribute or their experience of the type of business, they may be asked to sit on the board of the directors of the company. Often private companies are actually family business – that is, one family provides the money and the arrangement for the business, though it may expand to bring in capital and managers from outside the family. the shares are not quoted on the stock exchange and may be very difficult to buy and sell-in fact it may be impossible without permission of the company directors.

Often private companies have to become public companies to raise amount of money they need to expand their business.



**A. Find word/phrase in the text to fill in the blank:**

1. Credit cards are ..... only to good-risk customers.
2. Companies have some ways to ..... to expand the business such as selling commercial papers, shares to public or other companies.
3. The private company's shares can not be traded on the .....  
.....
4. The cumbersome procedures in banking field have prevented much the deposits by ..... , who have much money.
5. A senior clerk is a clerk who is age, ..... and highly qualified.
6. A minute book is a book in which all the resolutions made by the ..... are kept.
7. There are two kinds of exchange ..... direct and indirect.
8. .... is the opposite of in theory.
9. If your card is used by a person without your official ....., the most liability you have to pay is \$ 20.
10. This bank loan enables us to ..... our business.

**B. Answer the following questions:**

1. How do private companies raise money?  
.....
2. How do public companies raise money?  
.....
3. What is the difference between public and private company?  
.....
4. What is the typical type of a private company?  
.....
5. What does a private company have to become a public one for?  
.....



## VOCABULARY

account (n)	= list of payments and withdrawals.
accountant (n)	= a person who organizes and gives advice on financial matters.
to administer	= to be in charge of , direct, manage.
advance (n)	= to advance money : to pay money before it is due to lend money.
advance bill	= a bill of exchange drawn before the goods are set of.
advice	= a formal notice of a business transaction.
amortize (v)	= to pay off a debt gradually over the year by setting aside money each year.
assess (v)	= to evaluate.
asset (n)	= all things owned a person or business and having some money value.
capital assets(n)	= fixed assets
current assets(n)	= assets which may turn into cash easily.
liquid assets	= possession which consist of cash in hand, or cash with banker.
tangible assets	= assets which have material form.
ATM	= automatic teller machine.
authorize (v)	= to give official approval or agreement.
automation (n)	= automatic funds transfer.
balance (n)	= amount of money remaining in an account.
bankrupt (adj.)	= incapable of paying debts .
base rate (n)	= prime lending rate or best rate for top borrower .
bearer (n)	= the holder of document .
beneficiary (n)	= any person who has a right to receive benefit.
board of directors (n)	= the group of persons elected by the numbers of a company often called simple “the board”.
bond (n)	= a contract note promising to pay a sum of money on a certain date and paying interest at fixed intervals.
bookkeeping (n)	= keeping day-today record of money transaction.
to borrow	= to take money from someone and promise to return it.
branch (n)	= an office of company.
budget (n)	= an account of probable future income and expenditure during a started period.

buyer credit (n)	= credit arranged for an importer.
capital	= money in large amount to for investment.
cash flow (n)	= the flow of money into and out of business.
cashier (n)	= person who hands out cash outside to bank.
clerk (n)	= employee of a bank.
to close an account	= to withdraw all to one's money from the bank
checking account	= funds that a customer has one deposit, he uses this money to pay the checks that he writes.
code (n)	= secret language.
collateral (a)	= assets provided as security for a loan.
collection (n)	= obtaining payment of a debt.
commercial bank	= a bank chartered by the national government or a state government ( in the u.s) commercial banks specialize in loans and demand deposits, and serve business and industry.
commercial loan	= money that banks lend to businesses.
commission (n)	= fee for a service.
to compute	= to figure, to calculate .
consignment (n)	= goods sent from one place to another.
corporate banking	= banking services for business.
consumer (n)	= a person who uses up the products and services.
counter	= the bar where customers are served in a bank.
country risk	= the danger of loss when lending to a foreign government.
credit (n)	= provision of a loan.
credit assessment	= evaluating the risk when providing a loan.
credit control	= action by a government , working through the banking system, to control the volume of credit.
credit fife	= information about a bank customer who wants to borrow money.
credit instrument	= any of a number of documents that result in money being transferred from one person to another such as cheques, promissory notes, drafts, letters of credit....
credit limit (n)	= allowing a customer to overdraw to a certain limit.
credit rating	= potential borrower.
credit slip	= a form of paying money into an account freely available at counters in UK bank.
creditor	= a person or organization to whom money is owing.

creditworthiness (n)	= financial reliability.
currency	= official money of a country.
current account	= a bank account for day to day use.
central bank (n)	= the government bank.
chaps (n)	= cleaning house automated payment system.
charge account	= an account that allows a customer to get merchandise or services immediately, but pay later.
charge card	= a piece of plastic with the name of the charge account holder and his charge account number. the account holder presents this card when he uses his charge account to buy something.
cheque (n)	= an order in writing to a bank to pay someone.
currently	= at the present time, at this moment.
chips (n)	= cleaning house inter-bank payments system.
circulation (n)	= movement of money around a country.
clear (v)	= to mark payment of a cheque through the system.
data bureau (n)	= office providing information on companies.
debt	= money that you owe. before you borrow any more money, you should pay off your debts.
debit (n)	= an entry on the debtor side of an account. - to enter on the debtor side of an a/c - an overdrawn account. - a card issued by a bank to a customer which allows the customer to pay for goods and services by having the cost debited directly to his bank a/c.
debtor (n)	= person or organization owing money.
decay	= slowness; lateness.
decode (n)	= to translate from a secret language.
deeds (n)	= document of ownership of land or buildings.
default (n)	= failure to pay a debt.
deficit (n)	= insufficient to meet a particular need. when income is insufficient to pay for expenditure.
to default	= not to pay money that is due another person. if you default on your car loan the bank will take possession of your car.

- demand deposit = a customer can withdraw the money in a demand deposit without waiting for a period of time.
- to deposit = to put money in to the bank.
- a deposit = money that a customer puts into the bank.
- depositor = a customer of a bank who has an account there
- direct debit = a debit raised by the payee.
- discount (n) = a percentage price reduction given to buyer by a seller.
- dividend (n) = one of the parts into which an amount has been divided out to shareholder.
- an arrangement between a bank and an exporter by which the bank will accept bills of exchange drawn by exporter.
  - the basic system of modern book-keeping by each account has two accounts, a debit side and credit side and each transaction is entered twice.
  - a bill of exchange before acceptance or a cheque drawn by a bank or itself.
- draw (n) = to extract, to take out to make out, to write out.
- due = payable at a particular time.  
payments are due on the first of every month.
- duty free (n) = tax of goods on which no duty is charged.
- earn (n) = to get something.
- ECGD = export credits guarantee department.
- EEC = European economic community, the common market.
- EFT POS = electronic funds transfer at point of sale.
- in effect = valid, currently in use
- encash (v) = to change (a cheque, postal order... ) into cash.
- enclosure (n) = a thing put inside a letter.
- endorse (v) = to sign one's name on the back.
- endorsement (n) = a signature needed on a document to make it effective in law.
- encode (n) = to translate into a secret language.
- enterprise (n) = an industrial or commercial organization.
- equilibrium = the state of balance in all the many market that make up the economic system.
- euro cheque (n) = a cheque similar to a traveler's cheque issued by a European bank that can be cashed at most bank and many shops in Europe.
- exchange (v) = to accept one thing for another.
- exchange control = government rules freedom of movement of money to other countries and on the buying and selling of foreign currencies.

exchange rate	= the price of one currency in term of another.
exchange risk	= the danger of losing money thought trade as a result of adverse change in the exchange rate.
exempt (adj.)	= free, without obligation.
expenses (n)	= business costs.
export documents	= documents such as the bill of lading and insurance certificate used in foreign trader.
export insurance	= insurance through a government department.
expand (v)	= to course to become larger.
external ( adj. )	= foreign.
face value	= the value on a bank note
facilities	= arrangement's that allow or make some activity easy.
factor	= a company buying invoices at a discount.
fee	= money paid for a service
finance	= money provided for business.
financial intermediary	= institution providing financial services.
	credit status.
financial analysis	= the study of the present financial situation of a company, industry or country, using statistical information about the past & the present.
financial budget	= a statement or plan made after a study of the cash budget , intended to show the management of a business.
financial intermediary	= institution providing financial service.
flexible budget	= which can be bent or changed or adapted.
	one that can be varied from time to time.
floating rate note	= an exchange rate that no allowed to move up and down according to the conditions of supply & demand in the foreign exchange market.
fluctuation (n)	= to move up and down , to rise & fall continually.
fluctuate (v)	= periods of rising & falling market prices.
footsie (n)	= a popular name for the financial times stock exchange index of 100 shares.
force (n)	= strength, power.
forecast (n)	= an account of what may be expected to happen in the future.
foreclosure (n)	= the action of the lender in-excising his right to obtain a court order against the borrower who has failed to repay a debt by the due date.

foreign exchange	= the exchanging of the currency of one country for that of another.
forfeiting (n)	= a form of finance of foreign trade where by the exporters are paid by a bank in the importers' country.
forward contract	= a contract between two parties in which they agree to trade a currency.
franchise (n)	= an arrangement by which the monopoly producer ( the franchiser ) gives another producer or trader (the franchisee) by a formal license the exclusive right to manufacture or sell the products of the franchiser.
fraud (n)	= the gaining some material advantage by dishonest means.
free (adj.)	= at liberty, without charge.
frictional unemployment	= unemployment that is temporary.
fund (n)	= a stock of money.
gain	= to get or obtain something wanted.
GATT	= general agreement on tariffs trade.
bank giro	= a service offered by commercial bank in Britain by which a customer can make my number of payment credit transfer to other parties who have bank accounts and of payment on a small charge, to person who has no bank account.
goods	= any article or commodity that is subject of manufacturer a trade.
gross	= the total before deduction of expenses or tax.
guarantee (n)	= promise given by another bank or person of good financial standing to repay the credit if the borrow default.
Hague rules	= a set of international rules governing the carriage of goods by sea...
hedge (v)	= to protect themselves against risk of loss, caused by future change price.
honor	= to pay a cheque a bill of exchange when pledge.
IDA	= international development association.
identity (n)	= the fact of being a unique individual who a person is.
inflation (n)	= an increase in the money supply producing a reduction in the value of the currency.
interest (n)	= payment made by a borrower for the use of money, calculated as a percentage of the capital borrow.
investment company	= to put money into a business.

invoice discounting	= buying invoice at a discount.
joint- account	= an account held by 2 people jointly.
lead and lags	= leads are when importers pay for their import before the end of the credit period.
leasing (n)	= a form of finance
lease purchase (n)	= the customer becomes the owner of the machinery on the last payment.
ledger (n)	= book in account are written.
to lend	= to permit someone to use your money temporarily with the understanding that she has to return it.
lesser (n)	= finance company providing a lease.
liabilities	= something which is owned.
liberalized	= freed from regulation & controls
loan department	= the section or division of a bank that takes care of loans.
loan officer	= officer of the bank who interviews people who want to borrow money.
loan application	= the form that a customer fills out when he wants a loan.
loan	= sum of money lent.
long- term finance	= finance for 3 years or more.
loss (n)	= opposite of profit.
manager	= person who directs or conducts the operation of a bank.
management (n)	= asset and liability management.
minimum balance	= a sum of money that the customer must keep in his account to avoid paying a service charge.
moderate (n)	= a customer's order or instruction to a bank.
monthly statement	= a record that the bank sends each month to checking account holders that lists all checks that the bank has paid and all deposits that the customer has made.
maturity (n)	= the date when an investment such as a bond is due to be repaid.
mortgage (n)	= long term loan for house purchase.
negotiate (n)	= to discuss the price before agreeing to buy or sell.
night-safe	= strong box in the wall of a bank provided for shopkeepers who deposit money after the bank closed.
n.o.w. account	= negotiable order of withdrawal account



penalty	= a sum of money collected as a punishment for overdrawing an account.
participant (n)	= person or organization taking part.
partnership (n)	= a form of non limited company owned by several people.
pass-book	= a bank book having deposit withdrawals.
party	= one of the people interested in a contract; one of the depositors in a joint.
paycheck	= check for salary given by an employer to someone who works for him.
payee	= person or organization to whom and cheque is paid.
payer (n)	= person or organization who pays.
to pay off	= to finish paying back.
payroll (n)	= list of person employed.
percentage (n)	= a proportion of 100'.
personal account	= non-business account.
personal loans	= money that banks lend to individual borrowers.
non-recourse finance	= a loan which does not give the bank the right to get the money back from the customer if the customer default.
offer ( n,v)	= to put something for sell at a price.
open cheque	= a cheque without crossing lines printed on it.
to open an account	= to begin depositing one's money in a bank.
order (n,v)	= to tell the bank to pay ,and instructor to pay.
originator (n)	= a person or company initiating a banking transaction.
outstanding	= still waiting to be paid.
outstanding check	= a check that the depositor has written but which has not yet been presented for payment (= not yet been cashed)
overdraft (n)	= an account which owes money to the bank.
overdrawn	= a depositor is overdrawn when he writes a check for more money than he has in his account
overheads (n)	= fixed business expense such as interest, rent , heading , electricity.
to pay back	= to return the money that you borrow ( also: repay).
placing (n)	= investment of amount of money.
planning (n)	= aggregate planning .
principal	= the amount of money that the lender lends to the borrower.
proceeds	= money resulting from a sales.
promissory note (n)	= a letter promising to pay.

provision (n)	= money set aside on the balance in case of bad debts.
record	= a written account serving as a reminder or as evidence of a transaction
reconcile (n)	= to make two accounts or statement agree.
recourse (n)	= the right of the lender to compel a borrower to repay a loan.
redeem (v)	= to repay or pay off loan stock, debentures.
rediscounting (n)	= the discounting of a bill of exchange or promissory note that has already been discounted for another holder.
retail	= the sale of goods to consumers.
return (n)	= the gain from investment.
risk (n)	= something that may happen..
salesman (n)	= a man employed to sell goods.
saving	= profit, money put aside for future use not spent or arrangement.
a saving account	= money left in the bank that draws interest.
secured debt	= to service a loan.
service charge	= a fee that a bank gets from a depositor for the bookkeeping involved in administering a depositor's account.
shareholder	= a member of a limited company and therefore a holder of one or more shares in that company.
a slip	= a bank form used to order a deposit or withdrawal when filled out by the customer.
solvency	= ability to pay one's debts in full when they are due for payment.
stop payment	= a request that a depositor makes to her bank, she asks the bank not to pay check that she has already written.
take over	= the act of gaining control of a company by making its shareholders a general offer.
tax	= a payment of money legally demanded by a government authority to meet public expenses.
teller	= the person who receives and gives out money in a bank
tenure	= the term of the loan. long term loans may have a tenure of ten years.
a term deposit account	= an account in which the depositor agrees not to withdraw his money for a period time.
term	= period of time, the term of the loan is three years.
transaction	= a business deal, arrangement, or activity

unlisted company	= any company whose shares are not in the official list of securities traded on the stock exchange.
value (n)	= the quality of being useful of satisfying man's wants.
wage (n)	= money paid for human work.
waiver (n)	= the act of waiving, or giving up a right.
window	= the place where bank customers come to give money to or get money from a teller.
to withdraw	= to take money out of the bank.
a withdrawal	= money that a customer takes out of the bank.
yield	= that which is produced

account (vi) ອະທິບາຍ, ໃຫ້ເຫດຜົນ, ຮັບຜິດຊອບ

account (n) ບັນຊີ, ບັນຊີທະນາຄານ, ລາຍງານ, ຄໍາອະທິບາຍ, ເລື່ອງ, ການພິຈາລະນາ

acquisition (n) ການໄດ້ມາ, ການຫາມາໄດ້, ສິ່ງທີ່ໄດ້ມາ, ສິ່ງທີ່ຫາມາໄດ້

advisory (adj.) ຊຶ່ງແນະນຳ, ມີອຳນາດ ຫຼື ໜ້າທີ່ແນະນຳ

automate (v) ໃຊ້ຈັກອັດຕະໂນມັດເຮັດແທນຄົນ, ເຮັດດ້ວຍເຄື່ອງຈັກ

ATM (n) Automated Teller Machine ເຄື່ອງກົດເງິນ

authorization (n) ການໃຫ້ອຳນາດ, ການອະນຸຍາດ

balance (n) ຄວາມທຽບ, ຂົງ, ເງິນໃນບັນຊີທະນາຄານ, ເງິນທີ່ຍັງເຫຼືອຢູ່, ຈຳນວນທີ່ຍັງຄ້າງຢູ່, ຄວາມດຸນດຽງ, ດຸນ

banknote (n) ທະນະບັດ

beneficiary (n) beneficiaries (pl) ຜູ້ໄດ້ຮັບປະໂຫຍດ, ຜູ້ຮັບເງິນປະກັນໄພ, ຜູ້ຮັບມໍລະດົກ

bill of exchange ໃບສັ່ງຈ່າຍຈາກຜູ້ຊື້ສິນຄ້າໃຫ້ທະນາຄານຈ່າຍເງິນໃຫ້, ຜູ້ຂາຍ, ໃບແລກເງິນ, ພັນທະບັດແລກປ່ຽນ

billion (n) ພັນລ້ານ

board of directors (n) ຄະນະກຳມະການ

executive (n) ຜູ້ບໍລິຫານ, ນັກບໍລິການ, ຄະນະກຳມະການບໍລິຫານ, ພະນັກງານ ຫຼື ຂ້າ  
ລາດຊະການຊັ້ນສູງ

executive (adj.) ຝ່າຍບໍລິຫານ

bond (n) ເຄື່ອງຜູກມັດ, ຄວາມສຳພັນ, ຄວາມຜູກພັນ, ສັນຍາຜູກມັດ, ໃບກູ້ເງິນ,  
ພັນທະບັດ, ເງິນມັດຈຳ, ການຕິດກັນ, ການເຊື່ອມຕິດ

borrow (vt) ຍືມ, ຂໍຍືມ

branch (n)

branches (pl) ງ່າໄມ້, ກິ່ງໄມ້, ສາຂາ, ຂະແໜງ, ເສັ້ນແຍກ, ສາຍນໍ້າແຍກ, ພະແນກ

branch (v) ສາຂາ, ແຍກອອກໄປ, ເປັນງ່າອອກ, ແຕກກິ່ງ

bridging loan (n) ກູ້ຍືມເງິນຊົ່ວຄາວເພື່ອເຮັດທຸລະກິດ

broker (n) ນາຍໜ້າ, ຕົວແທນ

cash flow ເງິນອອກເງິນເຂົ້າ, ກະແສເງິນສົດ

cash machine (ATM)

charge (n) ຂໍ້ຫາ, ການບຸກໂຈມຕີ, ຄ່າ, ລາຄາ, ກະແສໄຟ, ຫຼື ສິ່ງຂອງທີ່ຖືກມອບໝາຍ  
ໃຫ້ດູແລ.

charge (v) ກ່າວຫາ, ຟ້ອງ, ເຂົ້າໂຈມຕີ, ບຸກ, ພຸ່ງເຂົ້າໃສ່, ພຸ່ງໄປທາງ, ຄິດລາຄາ, ບັນຈຸ  
ໄຟຟ້າໃສ່ໝໍ້ໄຟ, ໃຫ້ຮັບຜິດຊອບ, ມອບໝາຍ, ສົ່ງໃຫ້, ຈົດເຂົ້າບັນຊີ

cheque (n) ໃບສັ່ງຈ່າຍເງິນທະນາຄານ, ເຊັກ

chief (adj.) ສຳຄັນທີ່ສຸດ, ທີ່ເປັນຫົວໜ້າ

chief (n) ຫົວໜ້າ, ຜູ້ນຳ, ນາຍ

executive (n) ຜູ້ບໍລິຫານ, ນັກບໍລິຫານ, ຄະນະກຳມະການບໍລິຫານ, ພະນັກງານ ຫຼື ຂ້າ  
ລາດຊະການຊັ້ນສູງ

executive (adj.) ຝ່າຍບໍລິຫານ

chief executive (n) ຫົວໜ້າຜູ້ບໍລິຫານ

clerk (n) ສະໝຽນ, ພະນັກງານ

closure (n) ການອັດ, ການປິດ

code (n) ປະມວນກົດໝາຍ, ກົດເກນ, ລະບຽບ, ຫຼັກ, ລະຫັດ

code (vt) ເຂົ້າລະຫັດ

commercial (adj.) ກ່ຽວກັບການຄ້າ, ພານິດ, ມີກຳໄລ

commercial bank ທະນາຄານພານິດ

commitment (n) ການຮຸກຮ້າຍ, ຂໍ້ຮຸກຮ້າຍ, ການໃຫ້ຄຳໝັ້ນສັນຍາ, ຄຳໝັ້ນສັນຍາ

compensate (vi)(vt) ທົດແທນ, ຕອບແທນ, ໃຊ້ຄືນ

consolidate (vi)(vt) ເຮັດໃຫ້ໝັ້ນຄົງ, ເຮັດໃຫ້ແຂງແຮງ, ລວມເຂົ້າກັນ

consolidation (n) ການເຮັດໃຫ້ໝັ້ນຄົງ, ການເຮັດໃຫ້ແຂງແຮງ, ການລວມເຂົ້າກັນ

consortium (n) consortiums ຫຼື consortia(pl) ກຸ່ມຂອງບໍລິສັດໃຫຍ່ ຫຼື ທະນາຄານທີ່ລວມ  
ຕົວກັນເພື່ອກິດຈະການໃດກິດຈະການໜຶ່ງ.

contribution (n) ການອອກ(ເງິນ, ຄວາມຄິດເຫັນ)ຊ່ວຍ, ການບໍລິຈາກ, ສິ່ງຂອງເງິນຄ່າທີ່  
ບໍລິຈາກ, ເລື່ອງ ຫຼື ບົດຄວາມທີ່ຂຽນລົງໜັງສືພິມ

corporate (adj.) ທີ່ຮ່ວມກັນ, ຂອງສ່ວນລວມ, ຂອງກຸ່ມ, ກ່ຽວກັບອົງການຫຼືບໍລິສັດ

corporate finance (n) ອອກເງິນໃຫ້ ໃນບໍລິສັດ

credit (n) ຊື່ສຽງ, ກຽດຕິຍົດ, ຄວາມຊົມເຊີຍ, ຄວາມເຊື່ອຖື, ຄວາມໄວ້ວາງໃຈ, ສິນເຊື່ອ, ເງິນໃຫ້ຢືມ, ເງິນຝາກໃນທະນາຄານ, ເງິນມີຢູ່ໃນບັນຊີ, ບັນຊີລາຍຮັບ, ເບື້ອງມື(ໃນການບັນຊີ), ຄະແນນ ຫຼື ວິຊາທີ່ຮຽນຜ່ານແລ້ວ

credit card (n) ບັດຊື້ຂອງຕິດໜີ້ທີ່ບໍລິສັດຫຼືທະນາຄານອອກໃຫ້

creditor (n) ເຈົ້າໜີ້

cross-border deal (n) ຄ້າ, ທຳການຕິດຕໍ່ຊື້ຂາຍ ລະຫວ່າງປະເທດ

current assets (n) ຊັບສິນໝູນວຽນ

current liabilities (pl) ໜີ້ສິນໃນປະຈຸບັນ, ພາລະ, ໜ້າທີ່, ຄວາມຮັບຜິດຊອບ

curriculum vitae ປະຫວັດຫຍໍ້ທີ່ໃຫ້ລາຍລະອຽດກ່ຽວກັບການສຶກສາຄຸນສົມບັດ ແລະ ການຜ່ານງານສ່ວນຕົວໃຊ້ໃນການສະໝັກງານ

dealing room (n) ຫ້ອງທຳການຕິດຕໍ່ຄ້າ, ຊື້ຂາຍ

debit (n) ລາຍການຈຳນວນເງິນທີ່ຫຼຸດອອກບັນຊີ, ຈຳນວນເງິນທີ່ຫຼຸດອອກບັນຊີ, ເບື້ອງໜີ້ (ຢູ່ໃນການບັນຊີ)

debit (vt) ຫຼຸດ (ບັນຊີ)

debit card (n) ບັດຖອນຈຳນວນເງິນທີ່ຫຼຸດອອກບັນຊີ

debt (n) ໜີ້ສິນ

debtor (n) ລູກໜີ້

deflation (n) ການປ່ອຍໃຫ້ລົມອອກ, ການເຮັດໃຫ້ລາຄາເງິນສູງຂຶ້ນໂດຍຫຼຸດຈຳນວນທະນະບັດທີ່ອອກໃຊ້ລົງ, ພາວະເງິນຝືດ

deposit (vt) ວາງເງິນມັດຈຳ, ຝາກເງິນທະນາຄານ

deposit (n) ເງິນມັດຈຳ, ຈຳນວນເງິນທີ່ຝາກທະນາຄານ, ເງິນຝາກ

depreciation (n) ການເສື່ອມລາຄາ, ການເສື່ອມຄ່າຂອງເງິນຕາ, ການຫັກຄ່າຫຼຸຍຫຼຸ່ນ (ໃນການບັນຊີ), ຄ່າຫຼຸຍຫຼຸ່ນ

devaluation (n) ການຫຼຸດຄ່າເງິນຕາ, ການຫຼຸດຄ່າ

development bank(n) ທະນາຄານພັດທະນາ

device (n), ເຄື່ອງມືສະເພາະ, ອຸປະກອນພິເສດ, ແຜນ, ເລ່ຢູ່ມ, ກົນອຸບາຍ, ເຄື່ອງໝາຍ

dividend (n) ດອກເບ້ຍຈາກທຸ້ນ, ເງິນປັນຜົນຈາກທຸ້ນ, ເງິນປັນຜົນກຳໄລ, ຈຳນວນທີ່ຕັ້ງໄວ້ສຳລັບຫານ, ຕົວຕັ້ງຫານ

document of title (n) ຫຼັກສິດຢັ້ງຢືນກຳມະສິດດິນ, ໃບຕາດິນ

documentary (adj.) ທີ່ເປັນລາຍລັກອັກສອນ, ທີ່ເປັນເອກະສານ, ກ່ຽວກັບສາລະຄະດີ

documentary collection (n) ການທ້ອນ, ການສະສົມດ້ວຍເອກະສານ

documentary credit (n) ໃສ່ໄວ້ໃນບັນຊີລາຍຮັບດ້ວຍເອກະສານຮັບປະກັນຈາກທະນາຄານ

earnings per share (n) ເງິນທີ່ທ່ານໄດ້, ລາຍໄດ້ ແຕ່ລະທຸ້ນສ່ວນ

European Central Bank (ECB) ທະນາຄານ ກາງຂອງເອີຣົບ

economies of scale (n) ເສດຖະກິດຕັ້ງອັດຕາ, ຈັດສັດສ່ວນ, ຫຼຸດລາຄາ

electronic purse (n) ບັດ ‘ກະເປົາເງິນເອເລັກໂຕຣນິກ’; ບັດຊື້ຂອງຕິດໜີ້ທີ່ບໍລິສັດຫຼືທະນາຄານອອກໃຫ້

equity analyst (n) ນັກວິເຄາະທຸ້ນ, ຫຼັກຊັບ

European Union (n) ສະຫະພາບເອີຣົບ

exceed (vt) ເກີນກຳນົດ, ເຮັດເກີນ, ໃຫຍ່ກວ່າ, ຫຼາຍກວ່າ

exchange rate ອັດຕາແລກປ່ຽນເງິນຕາ

exposure (n) see risk ການປ່ອຍໄວ້(ໃຫ້ຖືກແດດຖືກລົມ, ໃຫ້ຮັບອັນຕະລາຍ), ການເປີດໜ້າກ້ອງ

risk (n) ການສ່ຽງ, ອັນຕະລາຍ, ໄພ

risk (vt) ສ່ຽງ, ສ່ຽງໄພ

fee (n) ຄ່າທຳນຽມ, ຄ່າ(ຜ່ານ)ປະຕູ, ຮຽນ, ໝໍ, ທະນາຍຄວາມ)

financial (adj.) ກ່ຽວກັບການເງິນ

financial services (n) ບໍລິການກ່ຽວກັບການເງິນ

finished goods(n) ສິ່ງຂອງ, ສິນຄ້າສຳເລັດແລ້ວ

fixed (adj.) ຄົງທີ່, ກຳນົດແນ່ນອນ, ບໍ່ປ່ຽນແປງ

fixed assets (n) ຊັບສິນຄົງທີ່

fixed term (loan) (n) ການຢືມ ເວລາທີ່ກຳນົດ

float (a currency)

float (vi)(vt) ພູຢູ່ໜ້ານ້ຳ, ລອຍເທິງອາກາດ, ເຮັດໃຫ້ເງິນຕາລອຍຕົວ, ປ່ອຍໃຫ້ລອຍຕົວ

foreign exchange operations (n) ການບໍລິຫານແລກປ່ຽນເງິນຕ່າງປະເທດ

foreign reserves (n) ເງິນຕ່າງປະເທດສຳຮອງ

reserve currency

fraud (n) ການຫຼອກລວງ, ການສັ່ງໂກງ, ພຶດຕິກຳທີ່ຫຼອກລວງ, ໂທດຍັກຍອກ, ນັກຕົ້ມ, ນັກຫຼອກລວງ, ຂອງປອມ, ສິນຄ້າປອມ

fund manager (n) ຜູ້ຈັດການທຶນ, ກອງທຶນ, ເງິນທຶນ



gross (adj.) (grosser, grassiest) (ນ້ຳໜັກ)ທັງໝົດ, (ຈຳນວນ) ທັງໝົດ, ລວມ, ລວມຍອດ  
(ພາສາເວົ້າ)(ຄຳເວົ້າ, ພຶດຕິກຳ)ຫຍາບ, ຫຍາບຄາຍ, ຕຳຊ້າ, ແຈ້ງຊັດ, ຮ້າຍແຮງ, ຕຸ້ຍຫຼາຍ  
ແທ້ໆ, ຂີ້ຮ້າຍຫຼາຍແທ້ໆ

Gross Domestic Product (GDP) ລວມຍອດຜະລິດຕະພັນພາຍໃນ

Gross National Product (GNP) ລວມຍອດຜະລິດຕະພັນແຫ່ງຊາດ

Group of Seven (G7) (n) ກຸ່ມເຈັດປະເທດ

household spending (n) ໃຊ້ຈ່າຍເງິນ ບ້ານຄົວເຮືອນຫຼືຄອບຄົວ

International Monetary Fund (IMF) (n) ກອງທຶນ ນາໆຊາດ

income (n) ລາຍໄດ້

income tax ພາສີລາຍໄດ້

inflation (n) ພາວະເງິນເຟີ້, ການສູບລົມ, ການຂະຫຍາຍຕົວ, ການໂພງ

interest (n) ຄວາມສົນໃຈ, ເລື່ອງທີ່ສົນໃຈ, ຜົນປະໂຫຍດ, ສິດຜົນປະໂຫຍດ, ດອກເບ້ຍ

in the interest of ເພື່ອເປັນຜົນປະໂຫຍດຂອງ

loose interest ໝົດຄວາມສົນໃຈ

take an interest ມີຄວາມສົນໃຈ

interest rate (n) ອັດຕາດອກເບ້ຍ

investment bank(n) ທະນາຄານເພື່ອການລົງທຶນ

investment (n) ການລົງທຶນ, ເງິນລົງທຶນ

invoice (n) ໃບສົ່ງສິນຄ້າ

invoice (vt) ສົ່ງບັນຊີໄປເກັບເງິນ

issuing bank (n) ທະນາຄານອອກ(ຄຳສັ່ງ)

lend (vt) (lent, lending) ໃຫ້ຢືມ, ໃຫ້

lend itself to ເໝາະສົມກັບ

Letter of Credit (n) ໜັງສືສັ່ງຈ່າຍເງິນ

Liquid (n) ຂອງເຫຼວ, ຂອງທາດເຫຼວ, ທາດເຫຼວເປັນນ້ຳ

liquid (adj.) ເຫຼວ, ໃສ, ແລກປ່ຽນເປັນເງິນສົດໄດ້ງ່າຍ, ຄ່ອງຕົວ

list (n) ລາຍການ, ບັນຊີ, ລາຍຊື່, ການອ່ຽງຂອງເຮືອ

list (v) ເຮັດລາຍຊື່, ເຮັດອອກມາເປັນລາຍການ, ຂຽນລົງເປັນຂໍ້, ຍົກຂຶ້ນມາເປັນຂໍ້, ຈັດເຂົ້າໄວ້ໃນລາຍການ, ໃສໄວ້ໃນລາຍຊື່, ເຮືອອ່ຽງໄປຂ້າງໜຶ່ງ

loan (n) ເງິນທີ່ຢືມ, ເງິນກູ້, ການຢືມ

loan (vt) ໃຫ້ຢືມ

long position (n) ສະພາບຍາວ(ໄລຍະ)

long-term loan (n) ການຢືມ ໄລຍະຍາວ

loss (n)

losses (pl) ການເສຍ, ການສູນເສຍ, ຄວາມເສຍຫາຍ, ການຫຼຸດທຶນ, ການເສື່ອມເສຍ, ການພ່າຍແພ້

at a loss ງົງ, ບໍ່ເຂົ້າໃຈ

lucrative (adj.) ການຄ້າທີ່ມີຜົນປະໂຫຍດຈະການທີ່ໃຫ້ກຳໄລງາມ

managing director (n)

director (n) ຜູ້ຈັດການ, ຜູ້ອຳນວຍການ, ຫົວໜ້າກົມ, ອະທິບໍດີ, ກຳມະການບໍລິສັດ, ຜູ້ກຳກັບການສະແດງ

mandate (n) ອຳນາດທີ່ຖືກມອບໝາຍໃຫ້, ອຳນາດເພື່ອການປົກຄອງຫຼືເພື່ອການບໍລິ

ຫານ, ການແຕ່ງຕັ້ງ, ຄໍາສັ່ງ

mandate (vt) ມອບໝາຍອໍານາດໃຫ້ເຮັດຢ່າງໃດຢ່າງໜຶ່ງ, ໃຫ້ອໍານາດ, ສັ່ງ, ອອກຄໍາສັ່ງ

manufacturing sector (n) ຂະແໜງ, ພາກສ່ວນ ອຸດສາຫະກຳ

market penetration (n) ການຊຶມເຂົ້າໄປຕະຫຼາດ

maturity (n) ຄວາມເປັນຜູ້ໃຫຍ່, ວຸດທິພາວະ, ຄວາມຈະເລີນເຕີບໂຕເຕັມທີ, ການເຖິງກຳນົດ, ວັນເຖິງກຳນົດ

merger (n) ການຮ່ວມເຂົ້າກັນ(ຂອງບໍລິສັດ, ໂຮງຮຽນ)

monetary policy (n) ນະໂຍບາຍກ່ຽວກັບເງິນ, ເງິນຕາ, ການເງິນ

money transmission system (n) ວິທີການການຖ່າຍທອດເງິນ

mortgage (n) ສັນຍາຢືມເງິນຊື້ເຮືອນ, ຈຳນວນເງິນທີ່ຢືມຊື້ເຮືອນ, ການມັດຈຳ

mortgage (vt) ມັດຈຳ, ຈຳນອງ

multinational (adj.) ຫຼາຍຊາດ, ຫຼາຍປະເທດ

multinational(n) ບໍລິສັດທີ່ມີສາຂາໃນຫຼາຍປະເທດ

net (adj.) (ລາຍໄດ້)ທີ່ຫັກພາສີອອກແລ້ວ, ສຸດທິ, (ນ້ຳໜັກ)ທີ່ຫັກນ້ຳໜັກກັບຫຼືທົບຫຼືນ້ຳໜັກເຄື່ອງຫໍ່ອອກແລ້ວ, (ຜົນ)ສຸດທ້າຍ

net interest margin (n) ຈຳນວນຕ່າງກັນຈາກດອກເບ້ຍລາຍໄດ້ ແລະ ດອກເບ້ຍຄ່າໃຊ້ຈ່າຍ

niche (n) ຮູ້ຫຼີປ່ອງໃນຝາສຳລັບຕັ້ງຮູບປັ້ນ, ປ່ອງ, ວຽກທີ່ເໝາະສົມພໍດີ, ຊ່ອງວ່າງພິເສດຂອງຕະຫຼາດ, ຫ້ອງພິເສດໃນຕະຫຼາດ

niche market ຕະຫຼາດຊ່ອງວ່າງ

obligation (n) ໜ້າທີ່, ພັນທະ, ຄວາມຈຳເປັນ, ຄວາມຮັບຜິດຊອບ, ໃບພັນທະ

operating cost (n) ຄ່າ, ຄ່າໃຊ້ຈ່າຍ, ຕົ້ນທຶນດຳເນີນງານ

operating profit (n) ກຳໄລຈາກການດຳເນີນງານ

outperform (n) ດຳເນີນການດີກວ່າອື່ນໆ

output (n) ຈຳນວນຂອງສິນຄ້າຫຼືຜົນງານທີ່ເຮັດອອກມາ, ຜົນຜະລິດ, ຜົນທີ່ຄອມພິວເຕີສົ່ງອອກມາ

overdraft facility (n) ການອະນຸຍາດ ການຖອນເງິນເກິນບັນຊີ, ຈຳນວນເງິນທີ່ຖອນເກິນບັນຊີ

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