

## **Banking**

### **1.Absorption**

A term used by real estate lenders and developers to describe the process of renting up newly built or renovated office space or apartments. The term "absorption period" is often used to describe the period of time necessary for absorption.

### **2. Accelerated depreciation**

A group of methods for achieving periodic reductions in the book value of fixed assets that make larger reductions in the early periods and progressively smaller reductions in later periods. The offsetting entry is the depreciation expense.

### **3. Acceptance**

A time draft that has been accepted for payment.

### **4. Account analysis**

An analysis performed to determine the profitability of each demand account to the bank. The analysis may also be used to determine the profitability of a group of demand accounts with the same owner. Account analysis is normally performed by the bank, but can be done by anyone in the depositor's organization provided sufficient information is available. The analysis identifies the net earnings based on the average daily ledger balance less reserved requirements and float. The net earnings can then be compared with the various activity service charges based on the volume of transactions and the per item price of the services.

## **5. Accounts**

A category of personal property defined by Article 9 of the UCC. Under the pre-2000 version of Article 9, an account is a right to receive payment for goods sold or leased, or for services rendered, where these rights are not evidenced by an instrument or by chattel paper. Under the revised Article 9, the definition of accounts is much broader. The revised definition covers a much wider variety of payment obligations, whether or not earned by performance, including license fees payable for the use of software, credit card receivables, and healthcare insurance receivables.

## **6. Pari passu**

A lending term meaning at an equal rate or pace.

## **7. Payment date**

The date that dividends, interest, or principal and interest payments are due to be paid to the owner of record of a security.

## **8. Personal property**

Defined by law to be all property that is not real property. Further classified in Article 9 of the Uniform Commercial Code into various categories.

## **9. Call date**

The date on which a call option may be exercised. The date before the contractual maturity date on which a bond may be redeemed at the option of its issuer.

## **10. Check**

A commercial demand deposit instrument signed by the maker and payable on the presentation to the bank on which it is drawn.

## **Hotel & Lodging**

### **1. Above the Line**

Commission received from advertising like T.V., radio, posters, and press.

### **2. Act of God**

Natural disaster that could not have been predicted at the time of the contract signing. Parties have no control over an Act of God, thus they're not legally bound to fulfill contract responsibilities.

### **3. Activities**

An entertainment organizer in a hotel, resort, or cruise ship.

### **4. Advance Rates**

Discounted rates to entice guests to book in advance.

### **5. Charter Group**

An organized group of travelers with a custom itinerary.

### **6. Blocked**

Hotel rooms reserved without a deposit.

### **7. Boutique Hotels**

Smaller luxury hotels that separate themselves from large competitors by their service and product offering.

### **8. Day Guests**

Guests who arrive and depart the same day.

### **9. Décor**

Lighting, table sets, props, and other elements used to create an aesthetic theme for an event.

## **10. Definite Booking**

Confirmed in writing

## **Education**

### **1. Academic degree**

A degree is any of a wide range of status levels conferred by institutions of higher education, such as universities, normally as the result of successfully completing a program of study.

### **2. Analysis**

The action of taking something apart in order to study it

### **3. Bully**

An individual, thought to be emotionally dysfunctional, who torments others through verbal harassment, physical assault, or other more subtle methods of coercion.

### **4. College**

An educational institution or a constituent part of one. A college may be a degree-awarding tertiary educational institution, a part of a collegiate or federal university, an institution offering vocational education, or a secondary school.

### **5. Course**

in the United States, a unit of instruction in one subject, lasting one academic term

### **6. Child**

A young human. Depending on context it may mean someone who is not yet an adult, or someone who has not yet reached puberty (someone who is prepubescent). Child is also a counterpart of parent: adults are the children of their parents despite their maturation beyond infancy

## **7. Mind map**

A diagram used for linking words and ideas to a central key word or idea. It is used to visualize, classify, structure, and generate ideas, as well as an aid in study, problem solving, and decision making.

## **8. Syllabus**

A document with an outline and summary of topics to be covered in a course. It is often either set out by an exam board, or prepared by the professor who teaches the course, and is usually given to each student during the first class session.

## **9. Knowledge Management**

A term applied to techniques used for the systematic collection, transfer, security and management of information within organisations, along with systems designed to help make best use of that knowledge. In particular it refers to tools and techniques designed to preserve the availability of information held by key individuals and facilitate decision making and reducing risk.

## **10. Invigilator**

Someone who ensures the smooth running of exams. An invigilator is responsible for ensuring that the Awarding Body's regulations are complied with; that exams start and finish at the correct time; that exam papers are secure whilst in their care; that attendance and seating plans are recorded; and that no cheating takes place. The invigilator will also deal with any problems that arise during an exam, including emergency evacuations, and ensure that no unauthorised materials are present, including mobile phones.