CHECK YOUR ENGLISH VOCABULARY FOR

Banking and Finance

Second Edition

Jon Marks

CHECK YOUR ENGLISH VOCABULARY FOR

BANKING

AND

FINANCE

Jon Marks

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Who is the book for?

This book has been written for people whose first language is not English, and who need to use English in the context of banking and finance. It covers language useful for working in retail banking, company finance departments and other situations involving financial transactions. There is a strong focus on the language needed to communicate on financial topics, discuss financial problems and plan projects. It does not cover rarely-used terms, or academic terms used by economists. All the language in the book is intended to be accessible to intermediate level students and above.

How can the book be used?

The vocabulary is arranged by topic. Choose the topics that interest you. The pages do not have to be completed in any particular order, and there is no need to complete all the pages if some are on topics which are not useful to you. It is better to complete one or two pages in a day, and remember the vocabulary, rather than completing as many pages as possible. The answers to the exercises can be found at the back of the book. There is also an index to help you find the pages which are most useful to you.

Write new words and phrases you learn in a notebook or file. Review this language regularly so that it becomes part of your active vocabulary.

A good general dictionary will be very helpful, providing pronunciation guides and more contexts. For vocabulary relating specifically to Banking and Finance, *Dictionary of Banking and Finance* (A&C Black, ISBN 978-07136-7739-3) will be a useful reference source.

1. Money – the basics



A. Put the correct word in each space.

account	•	back	•	banknotes	•	borrowed	
change	•	coin	•	currency	•	earn	
lent	•	note	•	salary	•	spend	
sum	•	wages	•	waste	•	win	

1.	In the USA, "quarters" (25 cents) and "dimes" (10 cents) are types of				
2.	In the United Kingdom, "a tenner" means a ten pound				
3.	The US dollar, the Yen and the Euro are types of				
4.	Hundred dollar bills and twenty pound notes are				
5.	2,000,000 Swiss francs is a large of money.				
6.	I need to some Euros into Australian dollars.				
7.	My friend a hundred pounds from me.				
8.	I a hundred pounds to my friend. When she can, she'll pay me				
9.	I buy a lottery ticket every week, but I never anything.				
10.	Most dentists at least £30,000 a year.				
11.	are paid to employees weekly are paid to employees monthly.				
12.	In business, you have to money to make money.				
13.	A: Do you have a bank?				

B. Match the words on the left with the words on the right.

14. In my opinion, eating in expensive restaurants is a ______ of money.

1. a small a profit a. 2. an income b. amount of money 3. donate cash C. cost of living high d. 4. credit card 5. make e. f. losers 6. pay by money to charity 7. pay in g. of £25,000 a year 8. winners and h.

C. Ch	noose the correct word.											
 Spain now uses the euro. Pesetas are no longer a. good money b. legal money 					c. legal tender							
2. I boı	ught a TV which doesn't work. a. my money returned			shop	to ge		c. a r		nent			
3. In a shop, to get a refund, you usually have to show the a. receipt b. recipe					c. payment ticket							
4. I'm paying for my new car in 36 monthly a. instalments b. pieces						c. parts						
5. I ear	n a lot of money, but I have a a. payouts	lot of b. expense					c. paying					
6. Fam	ous paintings are usually sold base bid	b. highest	price				c. aud	ction				
7. In ar	n auction, the item is sold to that a. bid	ne person who n b. price	nakes tl	he hig	ghest		c. off					
8. In Ja	pan, the US dollar is a. foreign money	 b. strange	money				c. a foreign currency					
9. In Br	ritain, it's not usual to discuss y a. money	our personal b. finances					c. mc	ney a	ırrang	jemer	nts	
10. Yo	u can a house and _ a. hire / rent	b. hire / hi					c. ren	nt / re	nt or	hire		
11. He	re's the fifty dollars I a. owe you	b. pay you	back				c. mu	ıst ret	urn			
12. The	e best things in life are a. free	b. not for s	sale				c. no	t bou	ght ar	nd so	ld	
	nd the opposites of the	se words	Α	R	P	Р	U	F	0	L	0	E
	e grid.		S	Α	٧	Ε	R	Ε	U	0	N	N
1.	spender /		S	Н	Α	c	В	D	Υ	S	F	М
2.	borrower /	_	Т	G	S	R	L	G	c	S	L	В
3.	winnings /	_	R L	D O	E W		E N	Q V	X T	E S	E T	U Y
4.	losses /		Н	X	Z	w		E	ı	S	K	E
5.	high prices /	prices	N K	J E	О Е	J P	E R	D O	W F	L I	I T	R S
6.	sellers /		1		Y		c	ı	В	z	U	0

2. Banks - the basics

A. Choose the correct words.

Grimleys Bank

Open an account today!

Open an account with Grimleys Bank, and start benefiting from our great ¹ rates / levels of interest and ² small / low charges. With over 3,000 ³ branches / outlets, you'll never be far from us, and unlike many other ⁴ high street / town centre banks, we're open all day on Saturdays.

Grimleys customers can ⁵ take money / make withdrawals from more than a million ⁶ cash dispensers / money machines worldwide, and of course you'll

receive a ⁷ **cheque book / book of cheques** and a ⁸ **paying card / debit card** within a few days of opening your account.

Computer-users may be interested in our e-account - all the benefits of a regular Grimley's ⁹ **current / day-to-day** account, with the added convenience of being able to view your ¹⁰ **lists / statements** and ¹¹ **make / do** payments online.

Whether you're opening your first current account, ¹² switching / changing from another bank or simply want to take advantage of our ¹³ range / variety of savings accounts, you'll be glad you chose Grimleys – the bank that always ¹⁴ makes / puts the customer first.



B. Match the method of payment with the definition.

- 1. Credit card a. A piece of paper which transfers money from your account to
 - somebody else's account.
- Debit card
 Similar to a credit card, but usually operated by a chain of shops or other retailer.
- 3. Charge card c. The money is deducted from your bank account almost immediately.
- 4. Cheque d. These can be exchanged for foreign currency, or in some cases used instead of cash.
- 5. Traveller's cheque e. You owe the card provider money. You can pay it back in one instalment, or over a longer period if you wish.
- 6. Charge account f. You owe the retailer money.

C. Choose the best word.

The & Grimleys Bank current account

TERMS AND CONDITIONS

1. Regular bank statements will be se	ent to you by post, listing recent _	·
a. payments	b. events	c. transactions
2. New current account customers ca	an borrow up to £200 in the form	of a low-interest
a. overdraft	b. overtake	c. overspend
3. The current rate of interest for	overdrafts is 6.7% APR.	
a. permitted	b. allowed	c. authorised
4. While your account is	credit, there are no charges.	
a. under	b. in	c. with
5. If your account is overdrawn, char	ges may	
a. happen	b. apply	c. occur
6. When you acknowledge	of your new debit card	
a. receipt	b. the receiving	c. reception
7you will be sent a PIN (Personal	Number)	
a. identifying	b. identifier	c. identification
8. You will need to your F	PIN each time you use the card.	
a. put in	b. type	c. enter
9. Two or more customers may apply	/ for a	
a. two-person account	b. joint account	c. together account
10. Current account ma	y apply for a Grimleys Credit Card	
a. holders	b. owners	c. users
11. Credit cards will be issued		
a. if you're rich enough	b. if you have money	c. subject to status
12. You may your accou		
a. close	b. finish	c. end

3. Operating an account

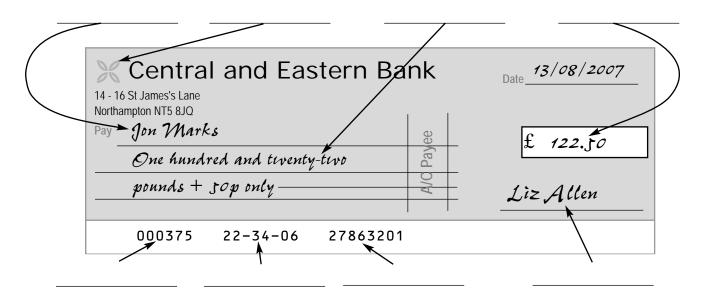
A. Match the formal phrases on the left with the informal phrases on the right.

- 1. I deposited some money.
- 2. I withdrew some money.
- 3. The funds have been transferred.
- 4. My account is overdrawn.
- 5. It's paid by standing order.
- 6. My account was debited.
- 7. My account was credited.
- 8. I used an ATM.
- 9. I made a balance enquiry.

- a. The money's been sent.
- b. I paid in some money.
- c. It goes out of my account every month.
- d. I went to a cashpoint.
- e. I took out some money.
- f. I'm in the red.
- g. I checked my balance.
- h. It went into my account.
- i. It went out of my account.

B. Match the words with the parts of the cheque.

account number • amount in figures • amount in words • cheque number logo • payee • signature • sort code



C. Answer the questions.

- 1. Who has this cheque been made out to?
- 2. Has it been signed and dated?
- 3. Is it crossed or uncrossed?
- 4. Can it be paid into somebody else's account?

D. Choose the words to con	mplete the sentences.	
1. After they have been paid in, che	gues usually take three working	days to
a. pass	b. credit	c. clear
2. When I write out a cheque, I keep		
a. receipt	b. invoice	c. counterfoil
3. If you don't have a cheque book,		•
a. banker's draft	b. bank paper	c. bank ticket
4. Unlike a personal cheque, a bank	er's draft can't	
a. be rejected	b. bounce	c. crash
5. A banker's draft is also known as	a bank draft or a	
a. banker's cheque	b. banker's note	c. banker's ticket
6. If you need to borrow money, you	u can apply to your bank for an	
a. overdraft possibility	b. overdraft facility	c. overdraft opportunity
7. If you need to borrow more mone	ey from your bank, you can ask	them to increase your
a. overdraft limit	b. overdraft level	c. overdraft supply
8. If you want to borrow money from	m a third party*, you may have	to supply a
a. banker's support	b. banker's promise	c. banker's reference
9. A banker's reference proves to a	chird party that you are	
a. moneyed	b. creditworthy	c. rich enough
10. Regular automatic payments of	the same amount (e.g. to a char	rity) are called
a. standing orders	b. direct debits	c. direct orders
11. Regular automatic payments of	varying amounts (e.g. electricity	bills) are called
a. standing orders	b. direct debits	c. direct orders
12. With my savings account, I have	to 30 days notice if I	want to a withdrawal.
a. say / do	b. give / make	c. ask for / take
13. Many employees receive their sa	laries directly into their accounts	s by
a. BACS payment	b. BATS payment	c. BAPS payment
14. BACS stands for Bankers Autom	ated	
a. cheque system	b. cost system	c. clearing system

^{* &}quot;A third party" means another person or company

4. Credit and debit cards

EPOS and EFTPOS



A. Choose the correct words.

EPOS (electronic point of sale) terminals are cash ¹ registers / machines found in ² selling / retail outlets such as shops and restaurants. Data about each sale is ³ entered / put via barcode scanners, keyboards or ⁴ touch / finger screens. The data is used to provide an itemised ⁵ receipt / ticket for the customer. It can also be used for stock control and to help with marketing.

EFTPOS (electronic funds transfer point of sale) terminals are similar to EPOS terminals, but they can also ⁶ **understand / read** credit and debit cards, and ⁷ **transfer / transmit** funds directly from the customer's account to the retailer's account.

When customers pay ⁸ by / with card at an EFTPOS terminal, they either ⁹ sign / signature a sales voucher, or enter a PIN (Personal ¹⁰ identifying / identification number). Obviously, a PIN is a more ¹¹ secure / safe method of verification than a ¹² signing / signature, and in many countries, all EFTPOS ¹³ transactions / sellings are now ¹⁴ checked / verified by PIN.

Chip and PIN payments

A. Number the following in the correct order.

	The transaction appears on the customer's bank statement.
1	The customer arrives at a supermarket checkout.
	The card's electronic chip is read, and the customer enters his or her PIN.
	Funds are transferred from the customer's account to the retailer's account.
	The customer inserts her/his card into the chip and PIN keypad.
	The payment is authorised.
	The PIN is verified.
	The cashier scans the barcodes on the products.

Magstripes and chip cards

C. Write the words into the spaces.

encrypted • erased • expiry • guarantee magnetic • microprocessor • swipes								
The stripe on the back of a credit card is a ¹ strip, often called a magstripe. ATMs and EF terminals can read the information stored on the strip. If a card can't be read, it is usually because magstripe is scratched, or has been ² , usually from being placed close to a strong magr	e the							
When the cashier ³ a credit or debit card through the card reader of an EFTPOS terminal terminal is connected by telephone to a company which takes credit-authentication requests from retailer provides them with payment ⁴ When one of these companies receives a request, it check retailer identification, valid card number and card ⁵ date. This information for security reasons. Similarly, when a card is inserted into an ATM, the ATM is linked thank's control computer over an encrypted connection.	s and ks for is ⁶							
Chip cards (also known as smart cards) offer greater security and versatility than magstripe-only credi	Chip cards (also known as smart cards) offer greater security and versatility than magstripe-only credit and debit cards. These cards also have a ⁷ , and each time a transaction is made, the user must enter a PIN number (in the same way that PINs are used with ATMs).							
D. Number these phrases from a part of a telephone conversation.								
And finally, the name as it's printed on the card.								
And the expiry date?								
Can I take credit or debit card details, please?								
Can you give me the card number, please?								
December 2011.								
It's 4293 5274 3877 3305.								
Mr J C Smith.								
Sure. I have my card right here.								
That's fine. Your payment has gone through.								

A. Write the words into the spaces below.

appli	cations •	authentication	e	encrypted	
	facilities	• passwords •	PII	Ns	
þ	orotected •	transactions •	vi	ctims	
b. ba ex hi ra m c. ba su co fo sit pa A	carry out The banking can be conditioned anywher The banking can be conditioned anyw	building society's websited payments and other over the Internet. This formation outside business hours remarked business hours remarked business hours are with Internet access to banking include payments fers between a customer's and viewing and viewing and viewing to the Internet banking offered by high-stree deration of banks operated. These banks tend to offer on savings accounts and low cause their overheads are ose of traditional banks. Some a key issue in Internet sites at shopping sites, singled is considered increasing number of longer considered adequated. In these cases, entry to the out of one of a selection of litiple 5 is 6 is 6 is 6 in possible for a third party	d. d	How inadequate and can re (keylogg) programs and send commons PINs falling Internet being too However, of Internet being too However, of Internet be various fewidespread and other rubbish at than it is a General or gullible great leven continue access accustomer.	ever, hackers can gain access to tely 7
Find	words in the	article which mear	the s	ame as t	he following.
money (paragraph a)				
another	person or comp	any (paragraph a)			
only (pa	ragraph b)				

4. business expenses (paragraph b)

5. more than one (paragraph c)	
6. person who illegally access somebody else's computer (paragraph c)	
7. a program which steals private information from a computer (paragraph d)	
8. intended to do bad things (paragraph d)	
9. financial crime (paragraph e)	
10. stealing money by pretending to be somebody else (paragraph e)	
11. common (paragraph e)	
12. easily deceived / will believe anything (paragraph f)	
13. pretending (paragraph f)	
14. give (paragraph f)	

C. Match the verbs with the nouns.

1. access	a. a bill online
2. carry	b. a password
3. click on	c. a risk
4. enter / input / key in / type in	d. an electronic payment
5. fall into	e. an icon
6. make	f. funds
7. pay	g. the internet
8. transfer	h. the wrong hands

D. Match the words on the left with words on the right.

1. a high	a. business hours
2. a low risk of	b. fraud
3. an Internet-only	c. interest rates
4. offer higher-than-average	d. level of security
5. outside	e. savings account
6. vulnerable	f. to fraud

6. Mortgages

A. Choose the best words from each pair in grey type.

For the majority of ¹ **homeowners / houseowners**, the purchase of their property is financed by a **mortgage**. The bank or building society which lends the money to buy a property is called a mortgage ² **lender / giver** or **mortgagee**. The person who borrows money in the form of a mortgage is called a mortgage ³ **borrower / taker** or **mortgagor**.



There are several different types of mortgage 4 in / on the market.

Probably the most common is a **repayment mortgage**, in which the ⁵ **capital sum / capital price** and the interest are paid in ⁶ **instalments / pieces** over a long period (for example 25 years).

An alternative is an **interest-only** mortgage, in which the interest is paid, and the capital sum is ⁷ **repaid / paid** in another way, for example with an endowment assurance policy (see unit 9). This type of mortgage is known as an **endowment mortgage**.

With an **offset mortgage**, the mortgage borrower's ⁸ **daily / current** account is combined with her/his mortgage. Provided the current account is usually ⁹ **in / with** credit, this can reduce the interest repayments ¹⁰ **on / for** the mortgage.

B. Match the types of mortgage with the definition (you can find some of the information above).

1. repayment mortgage	a. The mortgage interest rate is linked to the interest rate of country's central bank (see unit 16).
2. interest-only mortgage	b. The mortgage interest rate stays the same.
3. endowment mortgage	c. You pay the capital sum and the interest.
4. offset mortgage	d. You pay the interest in instalments, and you pay the capital sum by another method.
5. fixed rate mortgage	e. The mortgage interest rate can only rise as far as a certain level.
6. base-rate tracker mortgage	f. An interest-only mortgage, with the capital repaid by an endowment (see unit 9).
7. variable rate mortgage	g. Your current and mortgage accounts are combined to reduce the interest.
8. capped mortgage	h. The mortgage lender can change the interest rate as they wish.

C. Choose the best word.

1. Houses, bungalows, apartments, o	ffices, shops and any other type o	of building you can own are called
 a. housing	b. property	c. buildings
2. The are a document w	hich proves who owns a property	у.
a. owner's deeds		c. title deeds
3. In some countries you can get a mo	ortgage for your ann	ual salary.
a. times five	b. five times	c. five of
4. If a mortgage borrower	the instalments	
a. doesn't pay	b. defaults on	c. fails on
5the mortgage lender will eventua	ally the property.	
a. retake	b. take back	c. repossess
6. Before a property can be repossess	ed, the lender must apply to a co	ourt for a
a. repossession order	b. repossession paper	c. repossession document
7. When the lender has a repossession		
a. evicted	b. put out	c. ejected
8. Generally, mortgage lenders only re		
a. a desperate action	b. a last resort	c. the final option
9. A mortgage lender can also be cal		
a. mortgage provider	b. mortgage maker	c. mortgage producer
10. A mortgage borrower can also be		
a. mortgage owner	b. mortgage possessor	c. mortgage holder
11. To change your mortgage agreen		
a. mortgage again	b. remortgage	c. unmortage
12. A mortgage paid over 25 years i		
a. 25	b. 25 year	c. 25 years
13. When somebody's mortgage is the to the".	e most they can possible afford,	you can say they are "mortgaged up
a. hilt	b. top	c. head
14. If property prices go down, and y	our house is mortgaged for more	than its current value, you have
a. negative money	b. negative value	c. negative equity
15. After you have paid your last mor mortgage.	tgage instalment, you can say tha	at you have your
a. paid out	b. paid up	c. paid off

7. The housing market

Mortgage arrears reduce building society profits

- 1. The growth in building society profits for this financial year is expected to be restrained due to a sharp increase in the number of buy-to-let property owners going into mortgage arrears.
- 2. However, the recent interest rate cut is likely to cause arrears to level off, and recently-introduced government measures aimed at supporting the buy-to-let market are likely to provide a last-minute boost to building society annual profits.
- 3. James Edwards, chief executive of the market leaders City and Provincial Building Society, said in a trading statement last week that he broadly concurred with analysts' forecasts of full-year profits for his company to rise by 5% to £240m. However, the fact that soaring growth in the buy-to-let market (where C&P has a 19% share) has cooled significantly coupled with concerns about arrears has knocked 7.25p off the company's share price, leaving it at 264p.
- 4. Despite predictions for growth across the sector as a whole averaging around 4.5%, the share prices of the five leading players in the market have declined by an average of just under 3%. Yields may be falling, but the restricted supply of new-build homes and continuing enthusiasm for buy-to-let have kept the housing market buoyant, and only the most pessimistic of analysts are predicting a slump. Nevertheless, cautious corporate investors have been reducing their holdings.
- 5. Such fears may well prove to be misplaced. Hints by the Bank of England regarding a further interest rate cut could underpin further growth.
- 6. An additional boost is likely to be provided by changes to pension rules from April 5th next year. Holders of Self Invested Personal

- Pensions (SIPPs) will be permitted to invest funds from their pensions in residential property.
- 7. Up to £15bn of pension cash is expected to flood into the market, including tax relief worth as much as £5bn. This is certain to create a boom in buy-to-let investment, shoring up building society yields, and to push up house prices, especially in areas where they have been in decline, creating more attractive investment opportunities.
- 8. In addition, the buy-to-let market is likely to continue to benefit from the fact that many would-be first time buyers remain priced out of the market, ensuring healthy demand for rental properties. Evidence suggests that large numbers of potential first time buyers are also delaying their plans to buy to due uncertainty on house prices, creating a build-up of demand which is likely to be released when house prices stabilise.
- 9. A spokesperson for the number two mortgage lender Bolton and Rochdale reported last month that new business volumes have grown steadily month on month from a low base, and that the growth of both the residential and buyto-let mortgage markets remains robust.
- 10. However, this upbeat stance was offset by Banker and Mortgage Lender magazine, which predicted that house prices are poised to fall by an average of up to 7% across the UK. The South West in particular was viewed as overvalued, with prices in some areas set to see a drop as high as 15%. In contrast, London is now seen as slightly undervalued, following some dramatic falls over the last year and, according to the magazine, house prices there are set to rise by a minimum of 4% a year for the next three years.

A. Choose the definition which is closest to the meaning in the article.

- 1. buy-to-let property owners (paragraph 1)
 - **a.** people who rent their homes
- **b.** people who buy homes to rent to others
- 2. growth has cooled significantly (paragraph 3)
 - **a.** it's growing more slowly

- **b.** it's declining
- 3. a boom in buy-to-let investment (paragraph 7)
 - **a.** a lot more people buying-to-let
- **b.** slightly more people buying-to-let
- 4. tax relief worth as much as £5bn (paragraph 7)
 - a. up to £5bn reduction in tax to be paid
- **b.** up to £5bn increase in tax to be paid

5. would-be first-time buyers (paragraph 8) a. people who are going to buy their first home.	b. people who would like to buy their first home	
6remain priced out of the market (paragraph 8) a. find it very expensive	b. can't afford it	
B. Find words in the article with the same not not not not not not not not not not	neaning as the following.	
8. profits (paragraph 4)	У	
9. support (paragraph 7)	S U	
10. low starting point (paragraph 9)	lb	
11. worth less than the current price (paragraph 10)	OV	
C. Complete the definitions.		
12. <i>Mortgage arrears are starting to level off</i> means to a. have stopped increasing c. are increasing more starting to level off means to a.	b. are decreasing	
13. <i>There was soaring growth in the buy-to-let mark</i> a. profits from buy-to-let mortgages increased c. buy-to-let mortgages	b. house prices increased became more expensive	
14. The housing market is buoyant means thata. house prices are risingc. house prices are falling	b. house prices are static	
15. <i>Investors have been reducing their holdings</i> mean a. buying more shares c. selling some of their s	b. selling all their shares	
16. <i>Interest rate cuts could underpin further growth</i> a. cause further growth c. be caused by further growth	b. prevent further growth	
17. Pension cash will flood into the market means that a. avoid this market c. make a lot of money	b. invest heavily in this market	
18. New business volumes have grown steadily mon a. business has increased every month c. the number of new co	th on month means that b. profits have increased every month ustomers has increased every month	
19. <i>Prices are poised to fall by</i> 7% means that a. prices are falling c. prices will fall	b. prices are expected to fall	