

# ENGLISH FOR FINANCE

**МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ ПО РЕАЛИЗАЦИИ  
ФИНАНСОВОЙ ГРАМОТНОСТИ В РАМКАХ  
ИЗУЧЕНИЯ АНГЛИЙСКОГО ЯЗЫКА ДЛЯ  
ЭКОНОМИЧЕСКИХ КЛАССОВ**

# PEARSON LONGMAN

## VOCATIONAL ENGLISH

### SERIES

	Function	Language	Vocabulary
Unit 1 Personal finance	Getting to know you p.4	Introducing yourself <i>am / is / are</i> Present simple of be	Nationalities, countries and languages
	Names and numbers p.6	Saying names and numbers Acronyms <i>What does ABD stand for?</i>	Numbers <i>one hundred and twenty-six</i> Currency symbols <i>£ pound, \$ dollar, ...</i>
	Paying for things p.8	Asking and answering questions <i>have</i> (present tense) <i>Do you have any cash?</i> Present simple <i>He pays his rent by standing order.</i>	Everyday things <i>petrol, garden, computer, groceries, ...</i>
	Managing your money p.10	Discussing ways to manage money Asking questions <i>Do you have a car?</i>	<i>salary, income, pension, budget, ...</i>
	Review p.11		
Unit 2 Jobs in banking	Starting out p.12	Describing things in an office Completing a fact sheet <i>There is / There are</i> Singular / plural questions <i>Is there ...?</i> <i>Are there ...?</i>	Things in an office <i>desk, chair, printer, ...</i> Banking expressions <i>current account, withdrawals, mortgages, ...</i>
	What do you do every day? p.14	Describing daily routines Present simple <i>What do you do every day?</i> Adverbs of frequency <i>always, never, sometimes, ...</i>	Everyday activities <i>get up, watch TV, study, go to work, ...</i>
	What's your job? p.16	Reading an article Understanding expressions Forming sentences <i>I handle ...</i> <i>I'm responsible for ...</i> <i>I take care of ...</i> <i>I deal with ...</i>	Companies / places of work Jobs in Banking
	Customer care p.18	Assessing feedback Giving instructions Adjectives The imperative	Positive and negative adjectives <i>friendly, attentive, ...</i> <i>ignorant, unhelpful, ...</i>
	Review p.19		
Unit 3 Banking products and services	Products and services p.20	Comparing products and services Verb opposites <i>save / spend</i> <i>borrow / lend</i>	Products and services <i>foreign exchange, insurance, ...</i>
	What can you do? p.22	Answering comprehension questions Exchanging information Sequencing	Advertising <i>special offer, free gift, limited, small print, ...</i>
	What can banks give to customers? p.24	Word partnerships <i>telephone banking</i> <i>can / can't + present simple</i>	Online banking Products and services <i>credit card, interest rate, ...</i>
	Customer service p.26	Interpreting feedback Comparative adjectives	Customer surveys
	Review p.27		
Unit 4 Bank transactions	What are they doing? p.28	Describing what is happening now Present continuous <i>I'm serving a customer.</i>	Time expressions <i>every day, now, at the moment, ...</i>
	How can I help you? p.30	Communication skills Polite language <i>Could you ...?</i> <i>I would like ...</i> Word stress	Transactions
	Foreign currency p.32	Comparing currencies Answering comprehension questions Wh- questions <i>Which country uses ...?</i>	Foreign exchange <i>buy-back rate, commission, flat fee, ...</i> Currencies <i>yen, yuan, dirham, ...</i>
	Asking questions p.34	Asking and answering questions Wh- question words Countable and uncountable nouns	Singular and plural nouns
	Review p.35		

	Function	Language	Vocabulary
Unit 5 Investment	Investing money p.36	Comparing investments Investment expressions <i>He made a profit of ...</i> <i>The interest rate is fixed at ...</i>	Expressions <i>guarantee, predictable, fixed, ...</i> Investment types <i>shares, bonds, mutual funds, ...</i>
	Spreading the risk p.38	Comparing and contrasting Investment portfolios	Expressions <i>minimise risk, diversify, high return, ...</i>
	The stock market p.40	Predicting Plurals <i>index / indices</i>	Stock exchanges Stock indices <i>Nikkei, Hang Seng, Dow Jones, ...</i>
	Arrangements and appointments p.41	Making and confirming appointments Present continuous <i>Who is he meeting on Wednesday?</i> Prepositions of time <i>on Tuesday, in September, at five o'clock, ...</i>	Appointments
	Review p.43		
Unit 6 A career in accountancy	Who needs accountants? p.44	Interpreting an article Adjectives <i>ambitious, rewarding, in demand, ...</i>	Careers in accountancy
	What do accountants do? p.46	Understanding a financial statement <i>be going to</i> <i>He's going to ...</i> <i>will</i> <i>I'll give you some information about ...</i>	Financial statements Opposites of nouns <i>profit / loss</i> <i>owns / owes, ...</i>
	Jobs in accountancy p.48	Describing jobs in accountancy Asking and answering questions Matching verbs to noun phrases <i>set a target, prepare a written report, keep track of something, ...</i>	Accountancy jobs <i>bookkeeper, tax advisor, budget analyst, ...</i>
	What makes a good accountant? p.50	Describing people Negative prefixes <i>unreliable, incompetent, ...</i> Opposite meanings of adjectives <i>interested / uninterested, ...</i>	Job qualities <i>responsible, patient, ...</i> Job descriptions <i>satisfying, stressful, ...</i>
	Review p.51		
Unit 7 An accountant's life	Was it a good conference? p.52	Discussing past events Past simple of be <i>The weather was fine on Monday.</i> Stronger adjectives <i>fascinating, horrible, excellent, ...</i>	Business and travel
	Calculations p.54	Making calculations Sequencing <i>five times one hundred and sixty equals ...</i> <i>minus / equals to / subtracted from / added to / percent of, ...</i>	Calculation symbols <i>+ plus - minus, ...</i> Large numbers <i>a / one trillion, five hundred and sixty seven million, ...</i>
	She worked hard yesterday p.55	Exchanging information Past simple of regular verbs <i>I submitted my tax return.</i>	Tasks
	He finished school in 1994 p.56	Describing a career Past simple Pronunciation <i>/t/ /d/ /d/</i>	Careers
	He became an accountant p.57	Reporting Past simple of irregular verbs <i>A tax return letter</i>	A 'to do' list Tax returns
Unit 8 The economy	A tax return p.58	Requesting information	
	Review p.59		
	Economic indicators p.60	Understanding economic indicators Synonyms	Economic indicators <i>stock market index, unemployment rate, ...</i>
	Trends and numbers p.62	Interpreting graphs Reporting trends Economic descriptors <i>fluctuate, remain steady</i> The number 0 <i>zero, oh, nought, nil</i>	Decimal numbers <i>0.0563 / nought point nought five six three</i> Percentages <i>3.75% / three point seven five percent</i>
	Predictions p.64	Speculating about the economy Will for future predictions	<i>grow / decline</i> <i>rise / fall</i> <i>remain steady / decrease</i> <i>fluctuate / stabilise</i>
Unit 8 The economy	The central bank p.65	Exchanging information <i>issue banknotes, store gold, regulate supply, ...</i>	Bank of England
	Good news, bad news p.66	Using expressions A news briefing	Positive and negative expressions <i>Fortunately, ...</i> <i>Sadly, ...</i>
	Review p.67		



# PEARSON LONGMAN

## VOCATIONAL ENGLISH

### SERIES

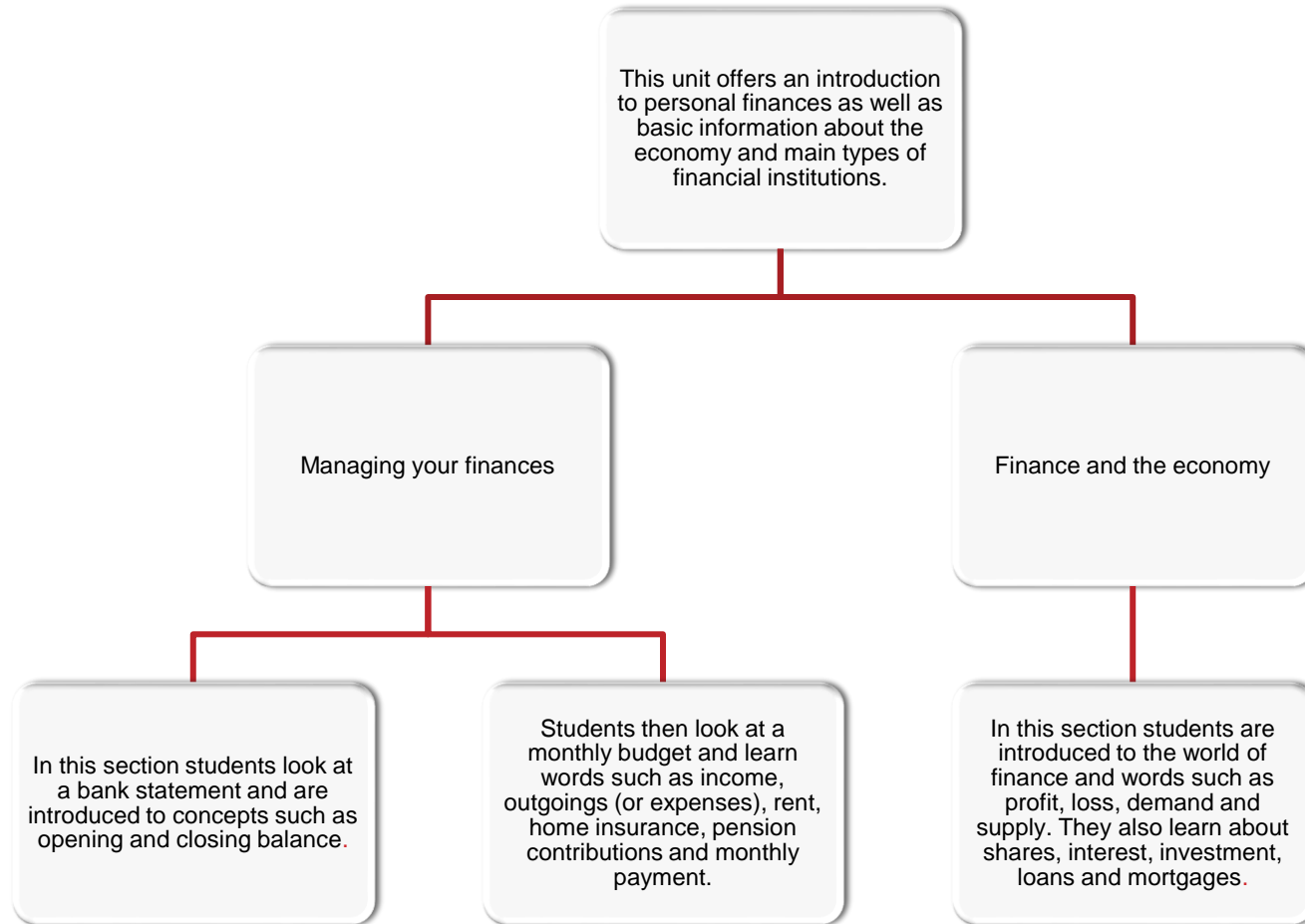
	Function	Language	Vocabulary
Unit 1 Money matters	<b>Managing your finances</b> p. 4	Explaining personal banking habits Using basic financial terms	Present simple Personal banking
	<b>Finance and the economy</b> p. 6	Discussing the economy	Present simple: revision Opposites
	<b>Banks and building societies</b> p. 8	Describing different types of financial organisations	Present simple with adverbs of frequency and time expressions Present continuous Functions of financial institutions
	<b>Investment banks</b> p. 10	Understanding how investment banks work	Articles Investment banking
	<b>Review</b> p. 11		
Unit 2 Products in retail banking	<b>Bank products</b> p. 12	Finding out what a customer needs and giving advice	Modals for ability and possibility Making suggestions and recommendations Retail banking products
	<b>Online banking</b> p. 14	Explaining online bank accounts to new customers	Future possibility and ability: <i>will</i> and <i>be able to</i> The imperative Online banking
	<b>Telephone helplines</b> p. 16	Giving and checking instructions	Sequencers Future forms: <i>will</i> , present continuous and <i>be going to</i> Telephone helpline words
	<b>Comparing products</b> p. 18	Comparing product details	Comparative and superlative adjectives Product phrases
	<b>Review</b> p. 19		
Unit 3 Personal loans and credit	<b>Credit and debit cards</b> p. 20	Talking about credit	Zero conditional Credit and debit cards
	<b>Plastic money</b> p. 22	Agreeing and disagreeing politely	First conditional Using credit cards
	<b>Personal loans and overdrafts</b> p. 24	Asking for and giving information	Modals for obligation, necessity and prohibition Borrowing money
	<b>Mortgages</b> p. 26	Explaining terms of mortgages	Modals for possibility and permission Mortgages
	<b>Review</b> p. 27		
Unit 4 Islamic banking	<b>The basics of Islamic banking</b> p. 28	Explaining the regulations of Islamic banking	Past simple Word partnerships
	<b>Islamic retail products</b> p. 30	Talking about past habits	<i>Used to</i> Banking verbs
	<b>Islamic corporate banking products</b> p. 32	Explaining different Islamic banking products	Past continuous Islamic corporate banking terms
	<b>The concepts of Islamic banking</b> p. 34	Comparing Islamic and non-Islamic banking	Modals in the past Background of Islamic banks
	<b>Review</b> p. 35		

	Function	Language	Vocabulary
Unit 5 The structure of a bank	<b>Departments</b> p. 36	Describing the work in different departments of a bank	Prepositions Verb-noun partnerships
	<b>The structure of the bank</b> p. 38	Talking about banking jobs, responsibilities and tasks Explaining the hierarchy in a bank	Gerunds and infinitives after verbs Job titles and departments
	<b>Presentation skills</b> p. 40	Giving a presentation	Future forms and past simple Presentation words
	<b>The changing world of banking</b> p. 42	Talking about change	Present perfect Historic banking
	<b>Review</b> p. 43		
Unit 6 Finance in companies	<b>Cash flow</b> p. 44	Discussing cash flow issues	Quantifiers Cash flow words
	<b>The balance sheet</b> p. 46	Describing assets and liabilities	Passive forms Large numbers
	<b>The income statement</b> p. 48	Understanding an income statement	Modals of speculation Mathematical formulas
	<b>The cash flow statement</b> p. 50	Showing the cause of a problem and its effect	Cause and effect Cash flow statement
	<b>Review</b> p. 51		
Unit 7 Corporate banking	<b>Taking care of corporate clients</b> p. 52	Making suggestions to solve clients' problems	Second conditional Corporate products
	<b>Loans, credit lines and leasing</b> p. 54	Discussing corporate product solutions	Second conditional with modals Verb-noun partnerships
	<b>Company restructuring and loan modification</b> p. 56	Formulating a loan modification strategy	Making suggestions and recommendations Word partnerships
	<b>Bankruptcy</b> p. 58	Discussing voluntary bankruptcy and legal proceedings	Past simple and present perfect Debt
	<b>Review</b> p. 59		
Unit 8 Central banks and banking regulations	<b>National and central banks</b> p. 60	Talking about central banks and their functions	Gerund as subject and object Central banking
	<b>Liquidity and the business cycle</b> p. 62	Explaining the business cycle	Present perfect continuous The business cycle and liquidity
	<b>Regulations</b> p. 64	Discussing regulations and risk	Defining relative clauses Regulations
	<b>Economic change</b> p. 66	Describing graphs	Parts of speech Adjectives and adverbs describing change
	<b>Review</b> p. 67		

# FEATURES

- ☐ Essential online support for teachers
- ☐ Editable tests
- ☐ Glossaries
- ☐ Clearly defined language and function objectives
- ☐ Extra activities

# BRIEFING



# BRIEFING

## Finance in companies

In this unit students are introduced to the concept of cash flow and the income and expenses of companies.























The goal of the unit is to explain the relevant documents or statements in a logical manner and help students with the vocabulary used.

## Cash flow

In this section the basic terminology regarding cash flow is explained.

A number of useful words and phrases are introduced, including advance, meet expenses, pay in full, invoice, down payment (or deposit), supplier, unforeseen costs, lack of cash and put off payments.

# GLOSSARY

Word			Definition	Translation
economy (n)			the system by which a country's money and goods are produced and used	
buy (v)			to get something by paying money for it	
factory (n)			a building or group of buildings in which goods are produced in large quantities using machines	
finance (n)			the money that an organisation or person has, and the way that they manage it	
housing market (n)			houses being purchased and sold between buyers and sellers	
manufacturing (n)			the process or business of producing goods in factories	
produce (v)			to make something to be bought or used by people	
retailing (n)			the business of selling goods to customers in shops	
loss (n)			if a person makes a loss they spend more than they earn	
demand (n)			the need or desire that people have for particular goods and services	

# TESTS

## Unit 1 test

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### 1 Match words 1–8 to definitions a–h.

- |   |               |    |  |
|---|---------------|----|--|
| 1 | balance       | a) | an offer to buy another company                                      |
| 2 | IPO           | b) | the part of the economy selling goods                                |
| 3 | acquisition   | c) | the amount of money in your account                                  |
| 4 | manufacturing | d) | financial investments such as stocks or bonds                        |
| 5 | retailing     | e) | the part of the economy producing goods                              |
| 6 | merger        | f) | two companies joining together                                       |
| 7 | takeover bid  | g) | something a company buys, such as land, buildings or another company |
| 8 | securities    | h) | the first time a company sells shares to investors                   |

### 2 Choose the correct words in *italics*.

- 9 Banks make sure they will get their money back when customers *borrow / lend* from them.
- 10 When you buy shares and sell them at a higher price, you make a *profit / loss*.
- 11 Retail companies try to *buy from / sell to* customers.
- 12 When there is a heavy *supply of / demand for* something, the prices are usually high.
- 13 When a company wants to raise capital, it can *issue shares / underwrite securities*.
- 14 Customers interested in buying a company usually go to a(n) *retail bank / investment bank* for help.

### 3 Complete these sentences with the present simple or present continuous form of the verbs in the box.

be have help make not get not open pay withdraw

- 15 Every month my employer \_\_\_\_\_ my salary into my bank account.
- 16 I have a current account but I \_\_\_\_\_ interest on it.
- 17 He needs cash and \_\_\_\_\_ money from his account at the moment.
- 18 He has a current account and \_\_\_\_\_ payments from it.
- 19 She is busy right now because she \_\_\_\_\_ a customer.
- 20 \_\_\_\_\_ (you) a mortgage?
- 21 Our branch \_\_\_\_\_ open from 9 to 5.
- 22 We \_\_\_\_\_ our safety deposit box now because we have nothing to put in it.



# UNIT

## Finance and the economy

**Speaking 1** Work in pairs. What activities do these illustrations represent? Are these activities important for the economy? Why/Why not? Use the words in the box to help you.

buy factory finance housing market manufacturing  
produce retailing sell



**Vocabulary 2** Match words 1-9 to definitions a-l.

- |              |   |
|--------------|---|
| 1 loss       | a) money that you borrow from a bank              |
| 2 demand     | b) selling something for less than you buy it for |
| 3 share      | c) money that you pay to borrow money             |
| 4 interest   | d) ownership of part of a company                 |
| 5 investment | e) income greater than expenses                   |
| 6 supply     | f) goods and services that people sell            |
| 7 profit     | g) money that you borrow to buy a house or flat   |
| 8 loan       | h) money that is put into a business              |
| 9 mortgage   | i) goods and services that people want to buy     |

**Reading 3** Complete this introduction to finance from a consumer website with words from 2.



## 8

## The economy

- talk about trends in the economy
- make predictions
- give positive and negative news
- talk about central banks

### Economic indicators

**Reading 1** Work in pairs. How do the words and expressions in the box affect the economy? Check the meaning of any words you don't know in a dictionary.

construction consumer spending industrial production  
manufacturing productivity retail prices staple items unemployment



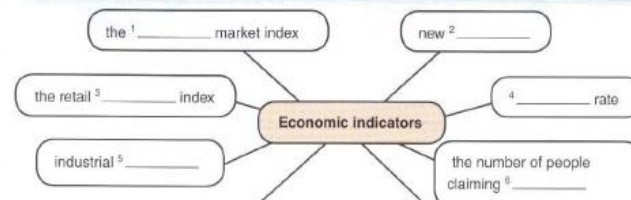
**2** Match photos 1-3 to these descriptions a-c.

- a) unemployment \_\_\_\_\_  
b) consumer spending \_\_\_\_\_  
c) manufacturing \_\_\_\_\_

**3** Read this text. Use the information in the text to complete the diagram.

### ECONOMIC INDICATORS

Economists use economic indicators to analyse a country's economy. Economic indicators are statistics about the economy. They show how well the economy is doing and they enable economists to predict how well it will do in the future. The indicators include the stock market index, the retail price index (a measure of inflation), the unemployment rate, the number of people claiming benefits, new construction, industrial production, consumer spending and changes in the money supply. Leading economic indicators are indicators which change before the economy changes. The stock market is an example of a leading economic indicator. The stock market usually begins to decline before the economy declines and it generally improves before the economy begins to come out of a recession. Leading economic indicators are the most important type for investors as they help predict what the economy will be like in the future.



# EXTRA

## WRITING A CHECK

**(j)** #203  
12-567/891

**(i)**

**(a)** 20

**(b)** PAY TO THE ORDER OF

**(c)** \$

**(d)**

**(e)** DOLLARS

**(f)** MEMO

**(g)** :053962407

**(h)** 9944444433

**(i)** 203

JAMES SMITH  
JANE SMITH  
321 OAK ST  
ANYTOWN, USA

**YB** YOUR BANK  
123 MAIN STREET  
ANYTOWN, USA

# EXTRA

## WHAT WOULD YOU DO?



### WHAT WOULD YOU DO?

When Sam returned home from the grocery store, he realized that he did not have his wallet. His wallet contains his credit card, debit card, driver's license, and some cash. What would you do in this situation?

1



### WHAT WOULD YOU DO?

Carrie used her new credit card to make several purchases but has not signed the back. Carrie decides it is not necessary, because none of the store clerks have mentioned it to her. What would you do if it were your credit card?

2



### WHAT WOULD YOU DO?

Erta received her credit card statement in the mail. She owes \$100 on the credit card but has decided to only pay the minimum payment of \$15 this month. What would you do in this situation?

3



### WHAT WOULD YOU DO?

Ryan had just returned home from school when the phone rang. The person on the other end said she was from his bank and needed to know his credit card number to verify his account. What would you do in this situation?

4

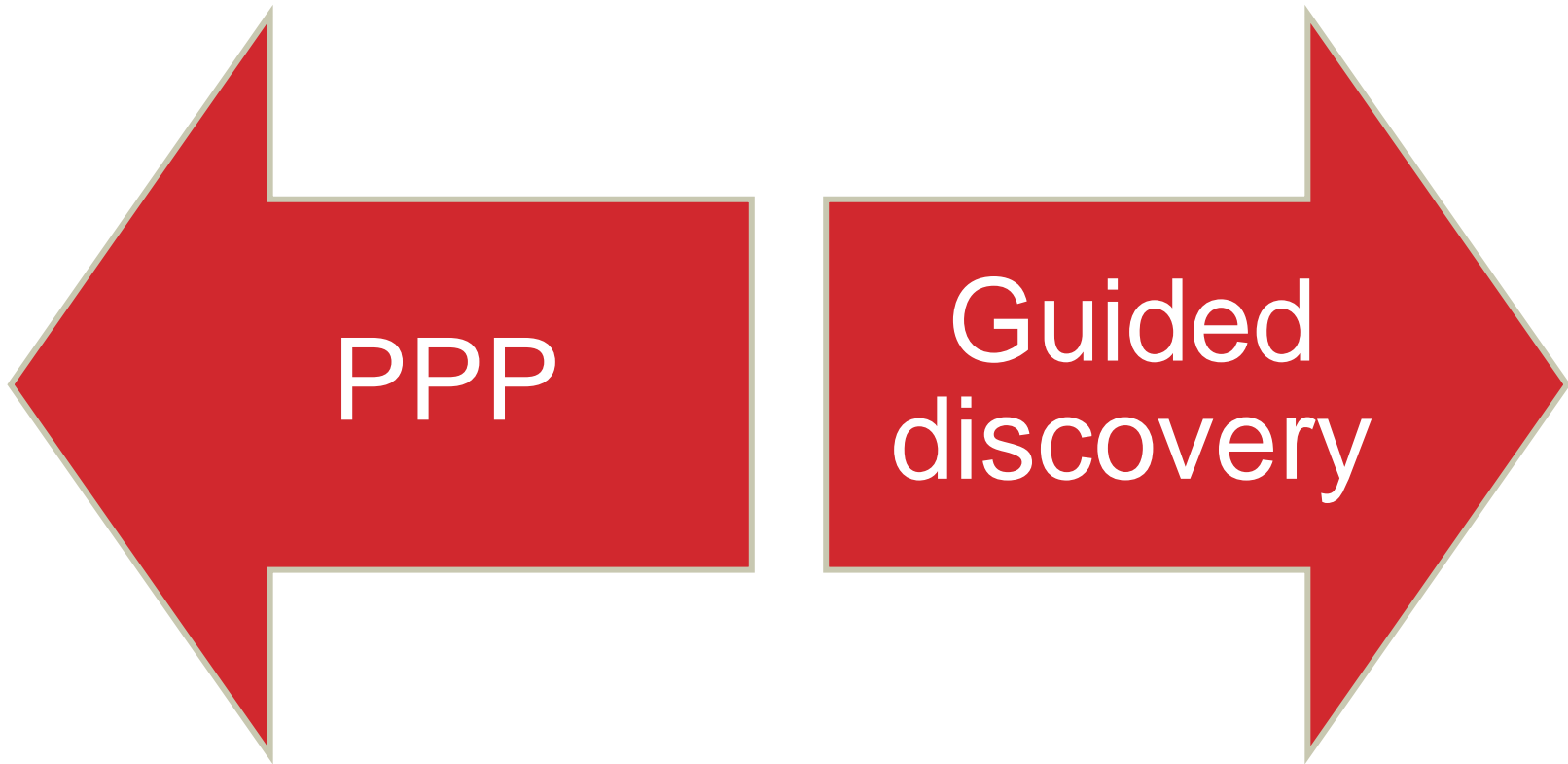


### WHAT WOULD YOU DO?

Antonio recently charged groceries to his credit card. The store clerk asked Antonio if he would like her to print a copy of the credit card receipt for him. Antonio prefers to save paper, so he did not have her print a receipt. What would you do in this situation?

5

# APPROACH



# PRESENTATION PRACTICE PRODUCTION



concept  
checking  
questions.

drilling

production

# GUIDED DISCOVERY



Authentic  
material  
analysis

Controlled  
practice  
tasks

Freer  
practice  
tasks



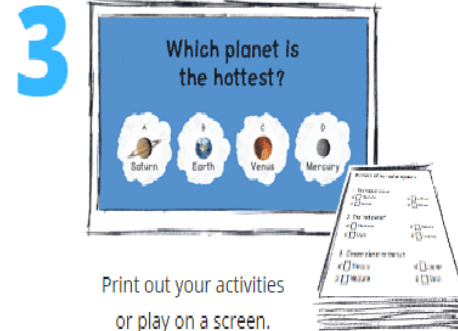
# WORDWALL



Pick a template.



Enter your content.



Print out your activities  
or play on a screen.

## Find out about our templates

Select a template to learn more



### Match up

Drag and drop each keyword next to its definition.



## Quiz

A series of multiple choice questions. Tap the correct answer to proceed.



### Random wheel

Spin the wheel to see which item comes up next.