

Revision Modules 4 - 6

You have successfully finished Modules 4 - 6. Well done!

Now it's time to look back. This worksheet will help you revise the vocabulary from modules 4 – 6. Some of the exercise will be the same as you have already seen while some will be different. Go through the exercises one by one. If you can't remember something, you will find the correct answers in the key at the bottom of this worksheet. 😊

Module 4 | Unit 1: National and central banks

A) Match the words on the left with their definitions on the right:

- | | |
|--------------------------------------------------------------------|-------------------------------|
| 1. print money or mint coins | a) publish |
| 2. money a bank needs to keep for possible future withdrawals | b) keep prices stable |
| 3. making sure that costs of goods and services do not change much | c) inflation |
| 4. a general increase in the price of goods and services | d) issue currency |
| 5. changing one currency for another | e) carry out foreign exchange |
| 6. making something public in writing | f) reserves |

B) Complete the sentences with appropriate words:

Functions of central banks

- ¹p_____ financial information
One important duty of a central bank is to collect financial information and make it public.
- ²s_____ commercial banks
Another responsibility of the central bank is often to oversee commercial banks.
- ³a_____ new money
Central banks decide if new money needs to be printed.
- ⁴g_____ liquidity
Another duty is to make sure that debts within the system can be paid.
- ⁵s_____ interest rates
The central bank is responsible for deciding how high the interest rates should be.
- ⁶m_____ price stability
One of the main duties of a central bank is keeping prices stable.

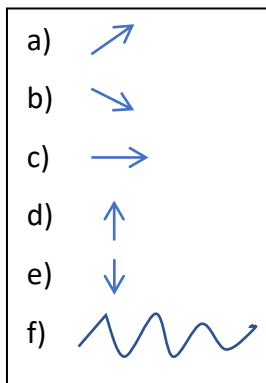
Module 4 | Unit 2: Regulations

What's the word?

- | | |
|----------------------------------------------------------|-------------------------|
| a) money the bank earned and kept | r _____ p _____ |
| b) money paid to investors from the profits of a company | d _____ |
| c) how quickly an asset can be converted to cash | l _____ |
| d) not pay back money you owe | to d _____ on a l _____ |
| e) investments which are not guaranteed | r _____ a _____ |
| f) something or someone you can believe | t _____ |

Module 4 | Unit 3: Economic change

Match the words with the pictures.



increase	drop	climb	slump
grow	decrease	bottom out	fall
level off	recover	plunge	soar
hit a low	reach the top	peak	rise
stagnate	remain stable	rise	go up
reach a peak	go down	fluctuate	reach the bottom
stay the same	move up and down		

Module 5 | Unit 1: Financial documents - the basics

What's the word? Match the definitions with the words.

- | | |
|-----------------------------------------------------------------------------------------------------|------------------------------|
| 1. anything owned by a company – cash, buildings, machines, etc. | assets |
| 2. calculating how much tax an individual or a company should pay – or trying to reduce this figure | cost accounting |
| 3. checking and evaluating financial records | income |
| 4. determining the unit cost of a manufactured product, including indirect costs | tax accounting |
| 5. keeping financial records and preparing financial statements | financial accounting |
| 6. money that a company will have to pay to someone else – bills, debts, interest, taxes etc. | expenditure |
| 7. recording transactions (purchases and sales) in ledgers | liabilities |
| 8. money that a company receives from supplying goods or services | bookkeeping |
| 9. the money that a company spends | management accounting |
| 10. the use of a company's accounting data by its managers for planning and control | auditing |

Module 5 | Unit 2: The Balance sheet

Write these numbers in words.

- a) 5,807
- b) 114
- c) 104,949
- d) 3.14
- e) 899,927

Module 5 | Unit 3: The Income statement

True or false? Read the statements below and correct any mistakes.

1. A charge for arranging a transaction (e.g. buying or selling securities) is called a *fee*.
2. A charge for a service performed by a bank is called a *tax*.
3. Payments for an insurance policy are called *premiums*.
4. A reduction in the value of an asset, charged against profits, is called a *loss*.
5. An adjective meaning after all deductions have been made is *net*.
6. An adjective meaning for a whole group of companies is *consolidated*.
7. An adjective meaning one year or less in financial statements is *annual*.
8. Part-ownership (less than 50%) of other companies is called *minority interests*.
9. Things of value that cannot be physically touched, such as reputation (goodwill), brand names and trade marks, are called *tangible assets*.
10. The net worth of a company – the amount by which assets exceed liabilities – is called *shareholders' equity*.

Module 6 | Unit 1: Taking care of corporate clients

What's the word?

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| a) an arrangement by a bank to give a customer a specific amount of unsecured credit, similar to an overdraft | c_____ l_____ |
| b) a debt security issued by a company sold to investors | c_____ b_____ |
| c) a written promise by an importer's bank to pay the exporter's bank on a particular date or time after the goods are sent by the importer | l_____ o__ c_____ |
| d) a promise by a bank to pay a loan if the original borrower does not pay it bank | b_____ g_____ |
| e) a type of cheque where the payment is guaranteed because it's issued by a bank | b_____ d_____ |
| f) an arrangement to pay to use equipment, buildings, cars, etc., rather than buying them | l_____ a_____ |

Module 6 | Unit 2: Loans, credit lines and leasing

Match the sentence parts.

- | | |
|---------------------------------------------------------------------------------|------------------------------------------------------------|
| 1) Credit lines are useful | a) to secure a loan. |
| 2) Liquidity means that a company has current assets | b) is its residual value |
| 3) Property owned by a company can be used | c) when a customer needs to have cash on hand. |
| 4) The bank charges risky customers | d) a leasing agreement is usually the best way to do this. |
| 5) If a customer wants to use a factory or a machine for a fixed period of time | e) they can change it into cash. |
| 6) The amount an asset is worth at the end of the lease | f) higher interest rates. |

Module 6 | Unit 3: Company restructuring and loan modification

What's the word? Complete the definitions with suitable words.

- a) "To _____ bills with creditors" means to pay people or companies you owe money to.
- b) "To _____ a loan" means to make changes to a loan agreement.
- c) "To _____ a company" means to change business practices.
- d) "To _____ a debt" means to be paid back when you don't expect to be.
- e) "To _____ cash" means to raise funds.
- f) "To _____ assets" means to sell property for cash.
- g) "To _____ a loan" means to replace one loan with another at a lower rate of interest.
- h) "To _____ debt" means to find a strategy to help an individual or company pay their bills.

This was the last revision exercise.

Congratulations! You have successfully revised Modules 4-6 and completed the English for Banking and Finance Programme at our English Platform! Well done! 😊

We hope you have enjoyed working with the platform and, more importantly, learnt something useful. Please, let us know what you think about this programme by filling in the feedback form you will find on the website.

By taking part in this programme, you have done something valuable for your personal development and we hope you will continue to do so. Keep up the good work! 😊

KEY:

Module 4 | Unit 1: National and central banks

Ex. A: 1d; 2f; 3b; 4c; 5e; 6a

Ex. B: 1 publish; 2 supervise; 3 authorise; guarantee; set; maintain

Module 4 | Unit 2: Regulations

a) retained profits; b) dividends; c) liquidity; d) to default on a loan; e) risky assets; f) trustworthy

Module 4 | Unit 3: Economic change

a) go up, increase, rise, climb, grow, recover, soar; b) go down, drop, fall, plunge, slump, decrease; c) stay the same, level off, remain stable, stagnate; d) reach the top, peak, reach a peak; e) reach the bottom, bottom out, hit a low; move up and down, fluctuate

Module 5 | Unit 1: Financial statements – the basics

1 assets; 2 tax accounting; 3 auditing; 4 cost accounting; 5 financial accounting; 6 liabilities; 7 bookkeeping; 8 income; 9 expenditure; 10 management accounting

Module 5 | Unit 2: The Balance sheet

- a) 5,807 – five thousand eight hundred and seven
- b) 114 – one hundred and four
- c) 104,949 – one hundred and four thousand nine hundred and forty-nine
- d) 3.14 – three point one four
- e) 899,927 – eight hundred and ninety-nine thousand nine hundred and twenty-seven

Module 5 | Unit 3: The Income statement

1 FALSE commission; 2 FALSE fee; 3 TRUE; 4 FALSE depreciation; 5 TRUE; 6 TRUE; 7 FALSE short-term; 8 TRUE; 9 FALSE intangible assets; 10 TRUE

Module 6 | Unit 1: Taking care of corporate clients

a) credit line; b) corporate bond; c) letter of credit; d) bank guarantee; e) bank draft; f) leasing agreement

Module 6 | Unit 2: Loans, credit lines and leasing

1c; 2e; 3a; 4f; 5d; 6b

Module 6 | Unit 3: Company restructuring and loan modification

1 settle; 2 modify; 3 restructure; 4 recover; 5 generate; 6 liquidate; 7 refinance; 8 manage