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ДІЛОВА
АНГЛІЙСЬКА МОВА:
МАТЕРІАЛИ ДЛЯ САМОСТІЙНОГО ОПРАЦЮВАННЯ

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Т 16

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Зміст матеріалів для самостійного опрацювання відповідає програмі навчальної дисципліни «Ділова англійська мова: матеріали для самостійного опрацювання: навчальний посібник для студентів», складеної на основі програмних результатів навчання, визначених в освітніх програмах «Середня освіта (Мова і Література (англійська, німецька; англійська, французька; англійська, польська)) другого (магістерського) рівня вищої освіти спеціальностей «014 Середня Освіта (Мова і література (англійська)) галузі знань «01 Освіта / Педагогіка». У ньому вміщені завдання для перевірки сприйняття змісту прочитаного та засвоєння вивченого вокабуляру, тексти для читання й аналізу, вправи, спрямовані на закріплення знань зі словотвору, речення українською мовою для перекладу англійською, граматичні вправи. Посібник також містить відеосекцію з метою закріплення навичок слухання.

Для закріплення навичок письма запропоновані теми для написання есе, листів, статей, а також теми для перевірки навичок говоріння. Розроблено тестові завдання для перевірки вивченого матеріалу.

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ПЕРЕДМОВА

У посібнику подається матеріал для засвоєння тем «Презентація», «Бізнес та Економіка», «Банківська справа». У роботі підібрано низку текстів для читання та завдання на перевірку сприйняття змісту прочитаного, лексичні одиниці до кожної підтеми, включаючи фразові дієслова, ідіоматичні вирази, сталі словосполучення, похідні форми слів, синоніми й антоніми.

Також презентується система вправ тренувального характеру для кращого засвоєння матеріалу та відтворення його на практиці. Посібник присвячено розвитку навичок читання, аудіювання, мовлення і письма; вмінь студентів аналізувати та вести обговорення, використовуючи новий тематичний словниковий запас і виокремлені граматичні структури. Окрім засвоєння поданого матеріалу та збагачення лексичного запасу студентів, навчально-методичний посібник містить завдання, що формують у студентів здатність логічно мислити, висловлювати власну думку щодо прочитаного, допомагають засвоїти різні методи самостійної роботи.

Програма «Ділова англійська мова» спрямована на формування іншомовної комунікативної компетентності у професійній сфері в усній та письмовій формах, а саме, написання ділового листа, вміння створювати формальні презентації, брати участь у формальних обговореннях і зустрічах.

ENTRY TEST

I. Choose one option:

1. Symons Logistics and P2P Parcel have set up a _____ to run a new business logistics service in Eastern Europe.

- a. joint venture b. management

2. The cash flow problems started when some of our _____ were late in paying us.

- a. debtors b. creditors

3. We can't completely eliminate waste but we can _____ reduce it.

- a. negligibly b. significantly

4. The clear, memorable logo has helped the _____ become a global success.

- a. brand b. workforce

5. The drivers' strike _____ distribution for about ten days.

- a. disrupted b. soured

II. Match the words:

professional

work

vocational

team

performance

human

appraisal

placement

resources

building

development

training

III. Complete the sentences using the correct text form:

1. I (not meet) Dan before we were introduced at last year's sales conference.

2. I (talk) on the phone with Ian when the lights went out.

3. Rick (work) in Venezuela for ten years when he was transferred to Argentina.
4. Did you remember (switch off) the lights when you left the office?
5. If we (have) more time, we could have prepared a better presentation.
6. Liam (speak) to technical support for two hours but his computer still isn't working.
7. We (tell) Jim about his promotion yesterday. He was really happy.
8. Taro learned a lot about manufacturing by (spend) time on the factory floor [2].

IV. Listen to a presentation about Oasis Organic Juice International's planned expansion. Complete these sentences, write down your answer.

1. Zumotina's profits _____.
2. In the previous three years, Zumotina's turnover increased by _____.
3. Zumotina has recently had a _____.
4. Good Juice's products are _____.
5. Good Juice's sales are _____.
6. Last year, Good Juice's profits were _____.
7. Kimura might help Oasis Organic develop a new _____.
8. Kimura's sales last year were _____.
9. Most of Hightree's sales are _____.
10. In the past three years, Hightree's profits have _____ [2].

V. Write an apologetic letter (100–150 words).

You are the Human Resources Manager of a medium-sized firm. The company has been growing and you were hoping to hire a full-time assistant. You advertised the job of Assistant Human Resources Manager and selected Alicia Mendez. You made a job offer to Alicia (conditional on approval from the Board of Directors) but the Board has not given their approval due to budget cutbacks [2].

UNIT 1 PRESENTATION



SPEAKING

Share your point of view concerning the following quotation: “*You never get a second chance to make the first impression*” [6].

LISTENING

- I. Anneliese Guérin-Le Tendre is an intercultural communications expert, who works with Communicaid, a culture and communication-skills consultancy. Listen to the first part of the interview and answer these questions.**
 1. What percentage of verbal communication is said to be non-verbal?
 2. How do audiences form a first impression of a presenter? [2].

- II. Listen to the second part of the interview. What four aspects of verbal and non-verbal communication does Anneliese talk about? [2].**

- III. Listen again and complete these tips with one word in each gap. Which tip do you find the most useful?**

- The way you stand, known as _____, is important. Try to be _____ but not rigid. Take _____ of the space and don't hide behind the table or _____. Use a remote to 'liberate you from your laptop'.
- Use eye contact to _____ the whole room, not just the first few rows.
- The way you use _____ and intonation can produce all sorts of light and dark _____ in your voice that add interest and get the audience paying attention. Avoid shouting. Try out the microphone beforehand.
- Control your gestures so that they don't become a _____ to the audience [2].

IV. Divide the following into *positive, negative, neutral reactions* while making a presentation: fidgeting, broad smile, poker face, hugging, pouting, whispering, crossing arms, stammering, supporting gestures, pausing.

READING

What It Takes to Give a Great Presentation?



Never underestimate the power of great communication. It can help you land the job of your dreams, attract investors to back your idea, or elevate your stature

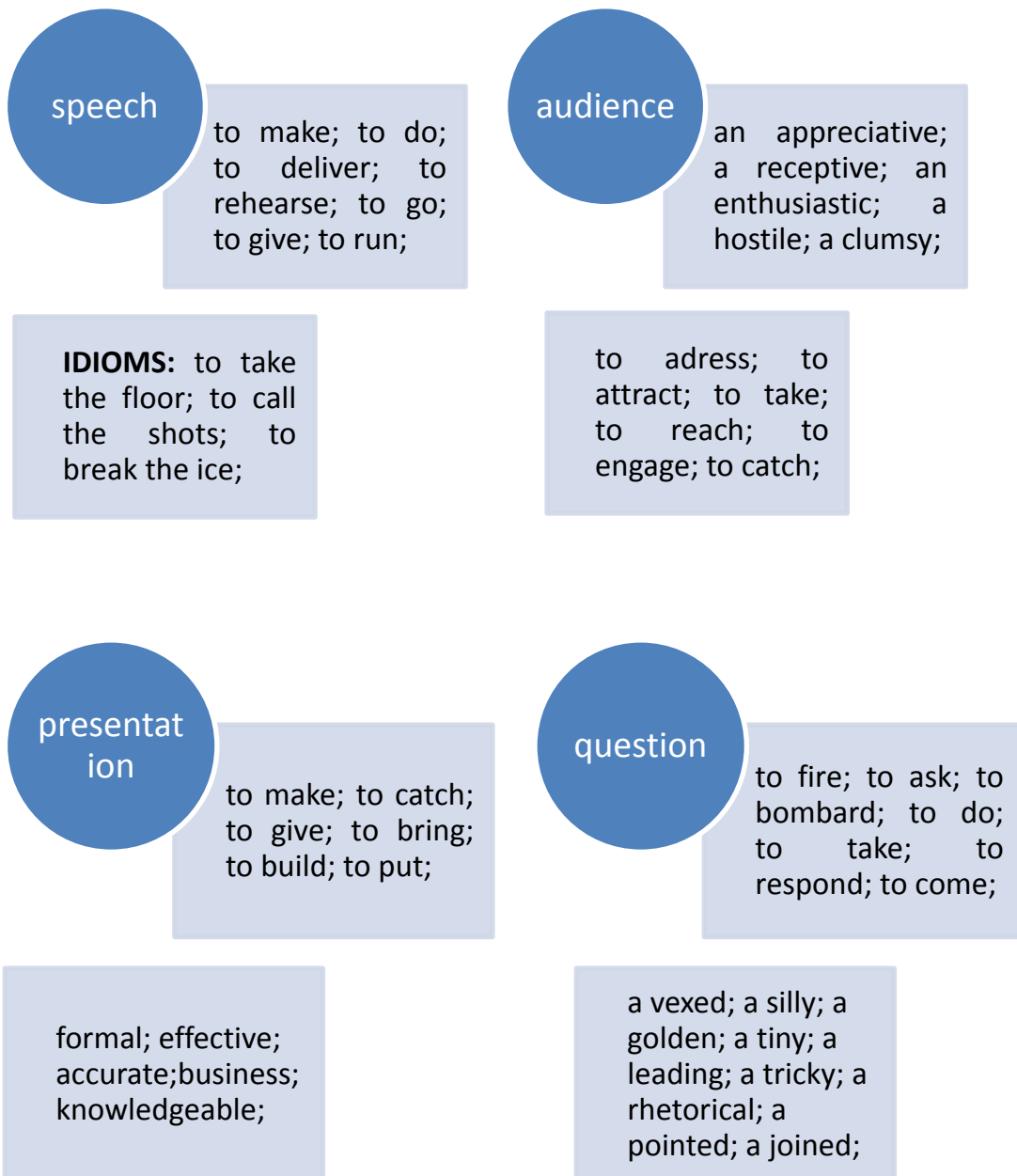
within your organization. But while there are plenty of good speakers in the world, you can set yourself apart out by being the person who can deliver something great over and over. Here are a few tips for business professionals who want to move from being good speakers to great ones: be concise (the fewer words, the better); never use bullet points (photos and images paired together are more memorable); don't underestimate the power of your voice (raise and lower it for emphasis); give your audience something extra (unexpected moments will grab their attention); rehearse (the best speakers are the best because they practice — a lot) [1].

➤ **Complete the list using your own ideas:**

- 1). Practice and rehearse your speech. Stand in front of the mirror or record a video. You can even go down your memory lane when taking a shower!
- 2). Eloquence is the key. Enrich your vocabulary. Listen to podcasts, watch videos, read authentic books.
- 3). Don't mumble! Be confident and speak up. Speech tempo is also vital. Before delivering a speech have a lukewarm drink or gargle your throat.
- 4). Bear in mind the non-verbal means of communication. Don't fidget or gesticulate in abundance.
- 5). Interact with the audience. Ask a provocative question. Debunk a myth.

V. Provide synonyms to the following words: *mediocre, effective, modulate.*

VI. Choose words, which can't be used with the keyword in box:



VII. Write a short answer based on the text. You mustn't copy the sentences. Use the active vocabulary. Write your answer in 90 – 100 words.

VIII. Prepare a two-minute introduction to a presentation on one of these topics:

- The turning point of my life;
- A memorable business trip;
- What makes a good CEO?
- How do I raise eco-awareness?

Making a business presentation

I. Work in groups and discuss the questions.

1. What makes a good presentation? Make a list of guidelines for presenters.
2. “A presentation is a performance”. Do you agree? Give reasons for your answer?
3. What kinds of presentation are common in business? [3].

II. In an introduction, you welcome your audience and explain the structure of the talk. Watch the first part of the presentation and complete the introduction with the words and phrases [3].

Good afternoon, everyone, I think most of you already know me, but for those, who don't, my name's Rachel Park and I'm Business Manager of First Service, I'm sure you've all met our Marketing Manager, John Emerson. The 1_____ of our presentation today is to familiarize you with our exciting new product, our Winner-100 tennis racket, and to outline our marketing strategy.

2_____ briefly on the results of some research we've done. Next, I'll describe the unique features of the product. Then, I'll hand over to John. He'll give a profile of our target consumer. 3_____, he'll talk about our plans for launching the product.

4_____, I'll summarize our key points and, 5_____, you should have enough information to start planning how you'll see the new racket. 6_____ any questions when we've finished our talk.

III. Watch the second part of the presentation and answer questions.

1. Where was most of the research carried out?
2. What are the racket's unique selling points?
3. Who is the new racket aimed at?
4. What promotional support will the salespeople receive? [3].

WRITING

Formal vs informal styles

IV. Match the informal phrases with the formal phrases.

Because of...
Can you tell us more about...
Here are...
I've got some bad news.
What exactly do you need?
I've got some good news.

Please find enclosed...
Please, let us know your exact requirements
We regret to inform you that...
We would be grateful if you could send us further information about...
We are pleased to inform you that
Owing to...

[2]

V. The e-mail below is inappropriate because it uses an informal writing style. Rewrite it using the formal phrases in the box to replace the underlined items.

If you could confirm your talk at your earliest convenience;
We are writing to inform you;
We realize this is a topic close to your own heart;
We would be honoured;
With best wishes;
We would be extremely grateful;
attend the event;
Please do not hesitate to contact me should you require further details

From: Frances Reynolds
To: Dieter Fuchs
Date: 18th September
Subject: Conference: Beyond Culture Shock

Dear Mr Fuchs,

This is just to let you know that the Chamber of Commerce in Birmingham is hosting a one-day event early next month on the subject of 'Beyond Culture Shock'.

We know this is the kind of stuff you are interested in following the recent merger of the Savings Bank of Salzburg with the Midlands Savings Bank and the intercultural issues that subsequently arose. It would be great if you could come and give a plenary talk to the business community at large.

Thanks in advance for letting us know as soon as possible if you can make it. Please find attached a speaker's proposal form. Just get in touch with me if you need more information.

All the best,

*Frances Reynolds
Events Manager
Birmingham Chamber of Commerce
franreynolds@msb.co.uk [2].*

VI. Write a tactful e-mail to your market manager. You are the boss, give feedback on the presentation and advise on how to improve the performance.

GRAMMAR

I. Rewrite the second sentence using the word in bold.

1. Providing that no one is too critical, people generally feel comfortable about being creative. **CONDITION**
-

2. It is better not to raise the issue of advertising costs at the meeting. **BROUGHT**
-

3. That our new strategy is going nowhere is something that must be recognized and dealt with. **FACE**
-

4. It lies with the manager to evaluate the project proposals. **RESPONSIBILITY**
-

5. The number of men promoted to head of department was double that of women. **TWICE**
-

6. Our competitor's strategy is a lot more effective than ours. **NEARLY**
-

7. There were no problems whatsoever during the initial phase of negotiations. **PLAN**
-

8. The strategy will not succeed unless it is carefully planned. **ESSENTIAL**
-

9. I regret not taking their advice. **ONLY**
-

10. Our currency should be revalued at last. **TIME**
-

[2]

EXTRA ACTIVITIES

I. Translate the sentences into English. Use the active vocabulary.

1. Генеральний директор завжди повторює свою промову перед виступом. Він готує **формальні та ефективні презентації**, використовуючи, здебільшого, фото з невеличкими підписами.
2. Ти зауважив яка **ворожа публіка** була вчора на презентації нашого нового продукту? – Так, це просто жах! Усі присутні **«закидали»** нашого доповідача **запитаннями**. Як добре, що Майкл завершив **Гарвардську Бізнес Школу** з відзнакою і він **майстерно відповідав** на **підступні запитання**.
3. Тобі слід попрацювати над твоєю промовою! Не ображайся, проте, презентація **посередня** та нудна.
4. Мені доведеться Вас **звільнити**, адже, через Ваше **недбальство**, наша **база даних** зникла.
5. **Чи не могли б Ви** нам **краще розповісти** більш детально про переваги цього пристрою?
6. Відповідно до звіту, **дирекції** доведеться **зменшувати заробітні плати** усім офісним працівникам. – Вони так **напружено** працювали! – Не хвилюйся! Усі екс-працівники зможуть отримати **допомогу по безробіттю** або **перекваліфікуватися**.
7. Ти справді віриш у **достовірність** цих показників? Не може бути такого, щоб цей **відділ** був першим. З огляду на **ротацію працівників** та **затримки випуски продукції** – це обман.
8. Під час ранкової промови, **намагайся чітко висловити ідею** щодо **виділення коштів** на оновлення програмного забезпечення.
9. **Ставка юридичного консультанта** у цій установі доволі висока.
10. Якщо наші працівники вкладуться у кінцевий термін – отримають премію на Різдво.

II. Answer the following questions:

1. Are you apt at managing your money?
2. Do you keep track on your overdraft facilities?
3. Have ever heard about passive income? Do you have any sources of passive income?

III. Make a list of 50 passive income ideas.

IV. Translate the following words: *abstain, collide, confuse, eliminate, eradicate, instigate, negotiate, persuade.*

V. Form up nouns out of ex. 4. Make up your own sentences with the new words.

VI. Make a project. Create your own monthly budget. Include your income and expenditure. Use the active vocabulary.

VII. Provide synonyms to the word “money” as many as possible.

VIII. Acrostics. Create a poem or put down a word, which starts with the first letter of each line.

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UNIT 2 BUSINESS AND ECONOMICS



SPEAKING

Share your point of view concerning the following quotation: “*A business that makes nothing but money is a poor business*” [6].

- I. Match the words in boxes in order to make common business and economic terms.**

supply and
boom and
imports and
assets and
mortgages and
profit and
merger and
income and
creditors and

loans
demands
exports
acquisition
slump
expenditure
debtors
loss
liabilities

[3].

II. Provide English definitions to the following terms: *assets and liabilities; boom and slump; merger and acquisition.*

III. Explain the difference between *mortgage and loan; income and profit and expenditure.*

IV. Match the business and economic terms to the situations.

1. I need to borrow money from the bank in order to buy a house or car.

2. The company's outgoing expenses exceeded their earnings.

3. The clothes store was in serious financial difficulty and was only saved from insolvency when it was bought out by a larger retail company.

4. The company owed money to several lenders, but couldn't keep up the payments, so they had to sell some of their possessions.

5. A company's net worth can be calculated by balancing what they own or earn with what they owe to other people.

6. In order for a business to succeed, it needs to make more money that it spends.

7. Consumer confidence increases when the economy is doing well, but falls during a recession.

8. The price of a produce is determined by how much of the product is available, and how much people want to buy it.

9. Countries need to buy certain products from other countries and where possible, sell what they produce overseas.

[3].

READING

V. Read the stories. Which are 'business bites' and which are 'economic bites'?

A _____ Paradise Place, the struggling luxury travel group, is seeking a substantial cash injection to avoid almost certain bankruptcy after recording further plunging profits this year. Any potential investor would be taking on \$56 million of debt. According to a spokesperson, the company could go into administration within weeks unless a buyer is found.

B _____ Trade in counterfeit goods in the UK has escalated. New figures show that the trade in pirate DVDs, fake designer goods and other aspects of the underground economy may have cost the government up to £1.5 billion in lost tax revenue in the past year. With tax revenues decreasing due to the economic slump, there is a real threat to future public spending, a spokesperson announced.

C _____ Still Beautiful, the make-up and beauty products giant, continues to go from strength to strength in a fiercely competitive market. Turnover and profits are well up on this time last year, particularly for its War Paint range. It has just announced a further expansion of its workforce with the creation of 2,000 new jobs and the opening of 350 new retail outlets across Europe over the next two years.

D _____ The Japanese stock market remains volatile. Yesterday was another day of heavy trading with share prices falling again. Although there was a slight recovery towards the end of the day, the forecast is bleak as market confidence remains low due to the effects of the global recession.

E _____ Business is booming for leading internet company Bubble and its subsidiaries in Australia and Southeast Asia. Pre-tax profits rose by 23 percent, according to interim results released this week, and sustained growth is forecast for the rest of the year, which will please shareholders. The reported acquisition of the poorly performing instant messaging app Chat Up could be completed by the end of next month. More good news is that the company's tax liability issues in the UK have now been resolved.

F _____ Another surge in Spanish unemployment figures has been announced today. Predictions are that they will reach a peak in the next three months. There are further gloomy forecasts that industry will be hit hard by the economic slump. Manufacturing output will drop sharply in the next quarter, say analysts, while capital investment by firms will plummet. Meanwhile the inflation rate continues to climb, edging towards 2.5 percent.

G _____ In the USA, falls in the exchange rate have led to a much more positive balance of trade. The trade deficit has been reduced significantly and the government hopes that this will stimulate growth and lead to a small surplus by early next year. There has been further speculation about the introduction of import tariffs and quotas to help the badly hit car industry [3].

VI. Match the headings (1—7) with the stories (A—G).

1. Black market boom
2. Investment fears
3. Paradise lost?
4. Optimistic trade outlook

5. Takeover follows growth
6. Economy suffers downturn
7. Cosmetics firm expands [3].

VII. Find words or phrases in the stories with these meanings.

- 1 the failure of a business
- 2 not genuine/original products
- 3 money earned from sales during a particular period of time
- 4 shops
- 5 a period of negative growth
- 6 companies owned or controlled by a larger company
- 7 when one company buys another company (or part of one)
- 8 the general rise in prices
- 9 the difference between the value of a country's imports and exports
- 10 a negative balance of trade [3].

VIII. Put the phrases into the correct group.

Decrease; slump; drop sharply; recover; reduce; rise; plummet; recession; remain volatile; expand; climb; surge; sustained growth; reach a peak; escalate; plunge;

upward trends

downward trends

unstable

LISTENING

I. Listen to the news items and match the topics with the summary.

- | | |
|-------------------------------------|-------------------------------|
| • global stock markets | € not stable |
| • the national economy | € people aren't buying enough |
| • the supermarket chain Waites | € relatively slow growth |
| • the supermarket chain Supersavers | € big fall in profits |
| • the retail sector | € reduced values |
| • the housing sector | € growth in some areas [2]. |

II. Listen to the first part of a radio programme looking at pros and cons of microfinance. Notedown all the pros of microfinance [3].

III. Listen to the second part of the programme and note down all the cons of microfinance [3].

IV. What impact do you think the microfinance movement has had on supporting development in some of the world's poorest countries? Work with a partner and discuss [3].

V. Explain the difference between the following words: *loan vs debt; revenue vs profit;*

VI. Decipher the following currency signs:

£ _____

€ _____

Kč _____

₩ _____

CHF _____

kn _____

¥ _____

₪ _____

Rp _____

\$ _____

zł _____

ريال _____

READING

- I. Read an article about three types of charity. Then, fill in the number of each charity for each question.**

Three ways that ordinary people can contribute to making the world a better place.

1 Participate in 'virtue tourism'

Tourism to far-flung places has certainly taken its toll on the environment and is increasingly being criticised for its perceived exploitation of local people. This has led to the more recent phenomenon of eco-tourism, which promotes the idea of responsible tourism. Often targeted at the high-end market, it aims to conserve and protect bio-cultural diversity, while improving lives of local people. A more affordable and increasingly credible alternative to this is 'virtue tourism'. At its core is the idea of giving back to the community while gaining a unique travelling experience. The beauty is that you don't need to be rich to get involved – it's popular with people of all ages, especially recent graduates or students taking a year out before they start university. It involves volunteering to help on social or environmental projects overseas, and you stay with local residents while you are there. At the same time, it can also provide opportunities for entrepreneurs with more modest budgets to establish partnerships, or mentor other local entrepreneurs.

2 Become a 'micro-finance' lender

In case taking time out from a busy work schedule isn't for you, you could help to finance a local initiative. For example, suppose there are a group of female entrepreneurs who want to build up a clothes-making business in Bolivia. In order to do this, the women need to raise a certain amount of cash. Through various microfinance organisations, any number of people would be able to go online to lend from as little as \$25 towards the project. This is a business transaction rather than a gift, so funds are given on the condition that they will be repaid with interest. Additionally, all the women in the group will be jointly responsible for the loan. Assuming someone in the group doesn't settle with creditors within the agreed time, or spends the money on something other than the business venture, that person will have their peers to answer to. As a result, default on repayments is very rare.

3 Invest in fair-trade products

Buying a fair-trade product, such as a bar of chocolate, a bunch of bananas or some coffee, is another way of contributing to society. Even if the products tend to be more expensive than non-fair-trade ones, the higher cost enables smallholder farmers to earn a fairer wage as prices will never fall below the market price. Alternatively, you could organise a fundraising event. Set yourself a challenge, such as running a marathon and get people to sponsor you. Provided you can shore up enough support, you could also organise something in your local area, such as a cake-making event where everyone brings in a different type of cake to school or work to sell. Passing on all proceeds to a fair-trade organisation can ultimately help sustain fair-trade farmers in their livelihoods.

1. Which charity type sponsors businesses directly?
2. Which charity type refers to gaining first-hand experience of local life?
3. Which involves paying back money?
4. Which charity involves getting your own community involved?
5. According to the article, which charity would appeal to people from a range of backgrounds? [2].

WRITING

- II. Write short summary based on the text. Your answer should be written in 90 – 120 words. Use active vocabulary.
- III. Write essay on how to help poor countries to grow their economies. Present a strategy. What kind of measures should be taken?

GRAMMAR

- I. Complete the sentences with the *-ing* form or the infinitive of the verb in brackets.
1. When you are a portfolio worker, your employers sometimes expect you _____ (*be*) on a call at all times.
 2. People who work for a variety of employers sometimes find it hard _____ (*say*) 'no' when they are asked to take on more work.
 3. A lot of parents can't afford _____ (*give up*) _____ (*work*) full time to look after their children.
 4. If you wish _____ (*find*) a job in Human Resources, you should consider _____ (*do*) a course in communication skills to begin with.
 5. Jeff seemed _____ (*be*) suffering from depression and was contemplating _____ (*hand in*) his resignation.
 6. If we fail _____ (*meet*) our performance targets, we risk _____ (*lose*) the bonus.
 7. I don't mind _____ (*do*) bits and pieces for a while but I intend _____ (*go back*) to full-time work as soon as I can.
 8. Emotions may seem silly to some but sometimes they really help _____ (*express*) the tone that you want [2].

II. Complete the gaps with the words in the box. There are some extra words:

fit in with	go on	stand up	come back	watch out	set up
	point out	find out	give up	bring it up	

1. _____ for clues that indicate how well things are going.
2. If you sense your audience remains unconvinced even after you have _____ what makes the product strong, don't _____.
3. But do wait for the opportunity to _____ to your main line of argument.

4. Before you take on a job, ask yourself whether you can _____ the company's way of doing things.
5. Once you have sealed the deal, don't leave without _____ a follow-up meeting sooner rather than later [3].

EXTRA ACTIVITIES

I. Translate the sentences into English. Use the active vocabulary.

1. Деніелу справді потрібно сплатити **кредитне заборгування** якомога швидше! – На жаль, **оборот** його фірми зменшився на 45 %. Деніелу необхідно буде плідно попрацювати або ж навіть застосувати **реklamний трюк**. – Хмм...або ж декільком **підприємствам** слід **поручитись** за його фірму.
2. **Різкий стрибок обмінного курсу** призвів до того, що **посередники** **підняли** вартість своїх послуг. Крім того, нещодавня партія товарів **була з браком**.
3. Американський **фондовий ринок** залишається **нестійким**. Ціни на **нікель та мідь** **коливаються**. Проте, **стрімко зростає** вартість **акцій** Apple та Amazon.
4. Він знову вийшов сухий із води! Не дивлячись на те що контракт **визнали недійсним**, його звільнили від сплати податків на 18 місяців!
5. **Активи** компанії були **заморожені**. Рада директорів склила **термінову нараду**.
6. В деяких країнах третього світу **підпільна економіка процвітає**, що призводить до **збільшення рівня безробіття**.
7. У зв'язку з пандемією, величезна кількість **вантажовідправників** не роздруковують **рахунок-фактуру**, а надсилають онлайн-документ.
8. Ти коли-небудь **підраховував** свої **витрати та доходи** за місяць? – Ні, мій бухгалтер займається усіма фінансовими питаннями.

9. Французький монополіст був змушений заставити в іпотеку свій бізнес через значний дефіцит у торгівлі.

10. На твою думку, що саме необхідно нашій країні: збільшити експорт чи імпорт товарів? – Все-таки, необхідно дати малому та середньому бізнесу можливість розвиватись, а банкам надавати кредити з 0 %.

II. Write an essay: “I would invest money into...” Your answer should be written in 200 – 250 words. Use the active vocabulary.

UNIT 3 BANKING



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SPEAKING

I. Answer the following questions:

1. Have you ever seen the bank logos, which are above?
2. What types of bank do you know? Can you enumerate?
3. What kind of banks are the biggest in your country?
4. How often do you turn to banks? Dwell on your experience.

LISTENING

II. Listen to the recording about bank accounts. Make notes.

III. Listen to the recording once again and answer the questions:

1. Who needs to write a letter for you in order for you to open an unrestricted bank account?
2. What kind of bill do you need to show in order to open an unrestricted bank account?
3. Apart from a passport, what other document is required to open a restricted bank account?
4. The idiom “child’s play” in this context means:
 - a. something that a child would like to do;
 - b. something that is too difficult to do;
 - c. something that is very easy to do;
5. The idiom “hit the ground running” in this context means:
 - a. continue working on something old;
 - b. find it very difficult to work on something new;
 - c. immediately work hard and successfully at something new [7].

IV. Decipher the names of the following banks:

ADB –

IBQ –

IBM –

ABK –

HSBC –

ING–

READING

V. Read the text and make up the heading suitable for it.

When the Bank of England announced the results of annual stress tests for the UK banking sector this month, officials seemed crestfallen they could not bring the

press corps into their inner chambers on Threadneedle Street due to Covid-19 restrictions. But the drama of the annual announcement had already waned in the seven years since the central bank began annually testing lenders' capacity to withstand Armageddon. Gone are the days when investors waited anxiously to discover which bank was going to be asked to raise extra capital or curb dividends to bring their balance sheets into line. The last failure in a BoE stress test was in 2016, when the nationalised Royal Bank of Scotland was ordered to revise its capital plan. The more high-octane days of stress testing are even further back. In the Irish exercises of 2010-11 the whole country held its breath to discover the size of the hole in its banks' balance sheets, only to find out it was so gaping that Ireland would have to take an EU-IMF bailout to plug it. Banks in some parts of continental Europe watched the European Central Bank's first stress tests in late 2014 with similar trepidation. Now we are well into the new normal. Banks almost never fail, leaving the stress testers with a conundrum. "I was bothered by the question of, 'what are these things for when everybody passes?'," recalled one official involved in the post-crisis deliberations on stress tests. With each year that the banks all pass, he questioned how much information are the tests actually giving central bankers and regulators. One thing the world's regulators would have welcomed information on in the recent past is how banks would fare in a multiyear disruptive event such as a pandemic. Stress tests were silent on that point, because a crisis like Covid was never among the imagined apocalyptic scenarios that banks were tested against. Still, an analyst who has been covering these things since their inception says stress tests are still useful to his clients, even though their importance has declined precipitously since the crisis. The US tests, which directly set maximum dividend levels, are the most impactful. The EU version, now overseen by the European Banking Authority, have the least practical read-across because the focus is on assessing resilience rather than mandating actions. But the exercise offers valuable standardised data on banks. In defence of stress tests, officials argue that banks are well capitalised partly because they are put through their paces every year. Banks want to keep their capital at a level that minimises the chances of a humiliating failure. Rigorous stress testing also

improves risk management, they add. The Americans have the strongest claim here because the US stress tests include a qualitative element, where the Federal Reserve examines banks' internal checks and balances, and mandates improvements as needed. The broader global argument is that the hard numbers part of the stress tests offer helpful insights into the risks banks are taking, which can lead to better choices. If they had been in place in the early 2000s, banks would have known how much risk they were running in their subprime books. Bank insiders agree with that logic, to a point. One industry veteran says stress tests are "super useful" for understanding risks and "a very good tool for having a grown-up discussion for people who aren't quant nerds". But he argues that the complexity of regulatory stress tests can hurt risk management by requiring huge resources. This veteran worries that his bank's risk department missed a recent major issue with a troubled client because it "turned into a regulatory and compliance organisation, with all of our resources going into regulatory stress tests". A stress test practitioner at another bank describes submissions running to 1,400 to 1,500 pages. "Stress tests are important . . . but if we're going to do them, let's do them rationally," he said, arguing that the complexity of the process was not beneficial. In the US, bank-devised scenarios form part of the Fed's annual assessment. Risk managers say the Fed, bruised after being blindsided by the pandemic, is pressing banks to create more extreme scenarios. The endgame is usually an asteroid, at which stage the more glib risk managers point out that if a huge rock did fall from the sky, the world would have far bigger problems. The official involved in creating the early stress tests says the asteroid scenario is worth considering nonetheless. "Then you should say [to politicians], they can't survive this scenario, do you think they ought to be able to?" he said. "The question is how resilient do you actually want the banks to be?" [4].

VI. Provide synonyms to the following words: *crestfallen, wane, glib.*

VII. Provide definitions to the following words: *a bailout, a curb dividend, a balance sheet, a prime borrower, a subprime borrower.*

VIDEO

VIII. Watch the video: “How did banks develop? A short history of the banking industry [10].

IX. Write a short review based on the video. Your answer should be written in 90 – 120 words. Use the active vocabulary.

All the money you made will never buy back your soul.

Bob Dylan | StrongLoveQuotes.com | #MoneyQuotes

SPEAKING

X. Pick up one bank and prepare a presentation about it. Dwell on the type of bank, its structure. Use the active vocabulary.

GRAMMAR

I. Complete each set of sentences with the same multiword verb from the box. Use the appropriate form of the verb each time.

give away	take off	bring down	turn down	get away
-----------	----------	------------	-----------	----------

1. a). The whole banking system was not _____ because risk management was deficient nor because greed was rampant but because bankers could not count.

b). The government hopes these measures will help to _____ inflation.

c). They were threatening to _____ the government by withdrawing from the ruling coalition [2].

2. a). The meeting dragged on and I didn't _____ until seven.

b). The charge was reduced to manslaughter and he _____ with three years in prison.

c). How did the shareholders let the banks _____ with such folly? [2].

3. a). Not only has the banking industry been spending money that is no longer there, it has been _____ money that it only imagined it had in the first place.

b). We have 1, 000 CDs to _____ to our readers.

c). Phil tried to smile but his voice _____ him _____ [2].

4. a). Jack was not doing very well so he became jealous when Mimi's career started _____.

b). I felt quite excited as the plane _____ from Heathrow.

c). It was so hot that I wanted to _____ my shirt _____ [2].

5. a). It was a generous offer but he _____ it _____.

b). Can you _____ the TV _____? I'm trying to work.

c). Who would _____ an invitation to go to Auckland? [2].

EXTRA ACTIVITIES

I. **Translate the following words:** *to encash, to withdraw, to write-off, to remit, to surplus, to merge.*

II. **Form up nouns out of verbs in ex.2, add suffixes:** *-ment; -al; -ance, -er.*

III. Match two columns in order to make collocations:

to remit	the loans
to have	money
to withdraw	surplus of
to write off	cash

IV. Translate the sentences into English:

1. Зазвичай цей **страховий брокер** отримує гроші за чеком або ж за допомогою онлайн-банкінгу.
2. У кінці кварталу фірма мала **надлишок** у сумі €50 000.
3. На щастя, впливовий **інвестор** оплатив **борги** фабрики.
4. Я б хотіла зняти гроші з **банківського рахунку** та придбати **облігації**.
5. **Бенефіціар** може звернутись за **випискою** з банку.
6. Кошти **переказали** на рахунок організації *PETA*.
7. На жаль, **виторг від продажів** різко **знився** за останній рік.
8. Для того щоб покрити усі **витрати** на ремонт автомобілів, менеджер наказав **вирахувати певну суму із заробітньої плати** усіх працівників.
9. Чи відомо Вам, що компанія **набирає** зараз новий **персонал у штат**?
10. Ти коли-небудь чув про компанію «Мрія», яку визнали **неплатоспроможною** після 5 років існування?

V. Translate the following: *gross profit, interest bearing investment, profit margin, overdraft facility, eligible reserves, to be in a bind.*

VI. Explain the difference between *investment portfolio and financial statement, a balance sheet and profit & loss statement.*

Cryptocurrency



READING

The battle for supremacy in cryptocurrency trading has intensified as some of Wall Street's largest players start challenging digital asset specialists that already handle billions of dollars' worth of transactions every day. The most active traders and market makers in the nearly \$3tn digital asset space include Alameda Research, B2C2, Cumberland and Genesis Trading, none of them well-known names in traditional financial markets. But the surge in valuations in recent years has now drawn in trading houses that already dominate mainstream markets such as equities, currencies and futures. Jump Trading, Jane Street, Tower Research and Hudson River Trading, relative newcomers to digital assets, are now competing with crypto native companies to be the fastest and best [5].

I. Answer the following questions:

1. What kind of cryptocurrencies do you know?
2. Have you ever experienced mining? Would you like to try it?
3. Is it feasible that in 20 years cryptocurrencies will supersede traditional currency?

4. Do you know how the cryptocurrencies work?
5. Is it possible to make a fortune while investing some sum of money into cryptocurrency?

VIDEO

II. Watch the video: “Bitcoin, Cryptocurrency and Blockchain: What’s driving the craze?” [11].

III. And watch the video again and answer the following questions:

1. Do people understand how to earn money with the help of mining or they have to learn new skills?
2. What are three basic concepts?
3. Is Bitcoin a digital and decentralized currency?
4. What is called “notes & coins” according to the video?
5. Has cryptocurrency any physical counterpart?
6. Bitcoin has been in circulation since 2006, hasn’t it?
7. Who is the Bitcoin creator?
8. Explain in simple terms the double spending.
9. Who acts as a middleman?
10. Enumerate main Bitcoin problems.
11. Is it possible to create your own –coin?
12. What is the price of Dogecoin?
13. How did Dogecoin emerge?
14. In what kind of countries the cryptocurrency is legal?

WRITING

IV. Write an essay: “Are there any lucrative jobs in cryptocurrency? Dwell on their essence”. Your answer should be written in 200 – 250 words. Use active vocabulary.

- V. **Create your own chart. Use the upward and downward trends words.**
- VI. **Write a letter of complaint to the network administrator. The problems, which you have faced recently, were connected with the LAN and the software. Use the active vocabulary.**

SPEAKING

- I. **Speaking on the spot. Pick only one role and stick to it. Your task is to take part in a roleplay.**

CARD A

You are desperate for help. You must quickly pay off your debt. But you don't want to throw money away and to pay more than £12,000 to a consultant. You refuse to consider the giving up any future profit but you don't want the consultant to know that piece of information.

CARD B

You charge normally 20 percent of the next year's turnover for consultancy and in critical cases may accept a £20,000 flat sum. However, you have been losing customers and you need the CARD A account. Use all the tricks that you know, provide bonuses and discounts. Your task is to work with the CARD A customer for at least a year.

END OF THE TERM TEST

I. Translate the sentences into English. Use the active vocabulary.

1. Тобі відомо, що компанія Google **покриває усі дорожні витрати**? – Ні, впершу чуюю. Проте, це, справді, чудовий **бонус**.
2. Bank of America забороняє своїм працівникам **приймати будь-яку грошову винагороду** за надання послуг.
3. У зв'язку з пандемією багато міжнародних компаній були змушені **скоротити витрати на закупівлю** аж на 25 %. – Так, мені відомо про це. Ти чув, що більшість націй почала **накопичувати** кошти та товари першої необхідності.
4. П'ять років тому Банк Хрещатик було визнано **неплатоспроможним**.
5. Компанія Inditex робить щорічну **націнку** на одяг у розмірі 10 %. Крім того, зросли послуги **посередників та вантажовідправників**.
6. Контракт було визнано **недійсним**. Але, компанія вимагала виплати величезного штрафу **за порушення умов договору**.
7. **Страхові брокери** зазвичай **здирають величезний відсоток** зі своїх **клієнтів**. Тому, будь обережний!

II. **Word-building. Form nouns:** *to fluctuate, to exempt, to depreciate, solvent, to dispatch, incremental, to downgrade.*

III. **Listen to the recording and write a short review. Your answer should be written in 90 – 120 words.**

IV. Choose one option:

1. Andrew was _____ under will.
a. dispatcher b. beneficiary c. wholesaler
2. We should deliver the parcel as soon as possible. It's _____.
a. inflammable b. fragile c. perishable
3. The contract _____ that the work must be finished by the end of May.
a. says b. states c. stipulates
4. Our payment method is usually based on _____.
a. cash before delivery (CBD) b. cash on delivery (COD).

GLOSSARY

to abolish (tax)	dilutive
acquisitions	to dispatch
assets and liabilities	a dispatcher
a balance sheet	to downgrade
to bankrupt	eligible
a bankrupt	eligibility
a beneficiary	to be eligible for
to be beneficiary under will	eligible reserves
to benefit	to embargo
a benefit	an embargo
to be on benefit	to lift an embargo
bond	to encash
boom and slump	an encashment (of a cheque/bill)
to breach (contract)	to exempt
a breach	an exemption (from taxes)
a broker (an insurance broker; a real-estate broker)	expenditure
brokerage (firm/ agreement)	export
to play a brokerage role	to fluctuate
care of (c/o)	a fluctuation (weekly)
(a) cargo	a gimmick
cash before delivery (CBD)	advertisement gimmick
cash on delivery (COD)	grace
cash flow statement	a grace period
to close down	a gratuity
a consignor	to accept gratuity
a consignee	terminal gratuity
a consignment	golden handshake
consignment selling	gross profit
cost and freight (C&F)	the head office
to sell on C&F basis	the headquarter (HQ)
cost, insurance, freight (CIF)	a head-hunter
to convert	to hoard
conversion	import
convertible currency	income
creditors	income statement
a debenture (in volume of...)	an increment
debenture capital	incremental
to depreciate	insolvent
depreciation	insolvency
debtors	investment portfolio
to dilute	to launder (money)
to dilute the value of shares	loan (short-term/ long-term/ corporate/ personal)

lucrative
to lure smb away from the firm
luring
to mark up
a markup
maturity of bonds
to merge
merger
middleman
to mortgage
a mortgage
non-government organization (NGO)
not applicable (N/A)
to be null and void
to outpace
procurement (cost)
to procure
profit
profitability
profitable
unprofitable
profit margin
to invest in joint venture
wholesale
to withdraw (money)
to withhold
to withhold from wages
to withhold a tax
to write-off
to write-off the loans
to be frugal
to be thrifty

IDIOMS


To have money to burn
To be made of money
To be filthy rich
To be stripped for money
To make ends meet
To tighten one's belt
To live from paycheck to paycheck
To bring home the bacon
To be a breadwinner
To be cheapskate

to reimburse
a reimbursement
to remit (money)
a remittance
to restrain
revenue
to smuggle
smuggling
solvent
solvency
a spreadsheet
to create a spreadsheet
stagnation
subliminal (advertising)
supply and demand
surplus
tax
tax relief
to take on
to underwrite
an underwriter
a venture (fund)

To cook the books
To grease one's palm
From rags to riches
From zero to hero
For peanuts
Hush money
To be in black
To be in red
To be loaded
To make a killing
Nest egg
To pay top dollar [8].

WORD SEARCH

Name: _____ Date: _____



Budgeting

DIRECTIONS: Find and circle the vocabulary words in the grid. Look for them in all directions including backwards and diagonally.

ADJUSTMENT
ASSETS
BALANCE
BENEFITS
BUDGET
CAPITAL
CASH FLOW
COMMISSION
COST OF LIVING
DEDUCTIONS
DISPOSABLE
EMERGENCY
EQUITY
EXPENSE
FIXED
GARNISHMENT
INCOME
LIABILITIES

LIQUIDITY
MONEY
MORTGAGE
NEEDS
NET WORTH
PLAN
POWER

PURCHASING
SALARY
STATEMENT
VALUE
VARIABLE
WAGES
WANTS

A	G	K	I	Y	Z	B	G	P	A	D	J	U	S	T	M	E	N	T	W	N
Q	E	X	U	C	C	O	S	T	O	F	L	I	V	I	N	G	T	E	A	W
L	I	V	F	G	F	N	K	R	A	G	P	E	V	W	O	W	L	P	G	E
A	K	L	M	O	R	T	G	A	G	E	A	R	D	M	D	B	B	G	S	F
A	B	U	D	G	E	T	F	C	W	Y	L	Z	E	T	M	Y	A	J	G	P
L	H	F	D	D	P	Q	A	E	E	A	Y	G	I	S	C	O	E	P	S	A
T	I	T	V	F	D	M	O	N	E	Y	I	U	Y	U	S	A	P	M	N	H
I	E	B	S	W	N	G	O	C	X	F	J	N	A	Y	K	E	O	I	I	C
S	I	U	A	U	L	E	X	F	G	N	A	L	P	C	A	U	I	G	W	I
T	B	L	N	M	S	N	L	D	R	X	Q	T	U	L	L	W	A	N	T	S
Z	A	F	V	A	R	S	S	A	E	P	N	D	S	D	E	E	N	B	T	H
B	T	P	L	J	E	E	S	J	M	I	E	Z	F	X	F	K	Z	P	L	M
A	S	A	W	J	K	S	B	H	E	D	G	U	B	X	G	V	E	Z	R	E
M	R	B	E	N	E	F	I	T	S	T	A	T	E	M	E	N	T	Y	M	N
Y	T	V	S	T	B	L	V	Q	N	X	I	I	N	U	I	S	B	I	L	T
W	B	P	S	N	E	T	W	O	R	T	H	R	L	F	W	F	C	K	I	Z
Q	K	N	P	T	C	K	P	U	R	C	H	A	S	I	N	G	O	G	C	E


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[9].

Name: _____ Date: _____

Banking Terms

DIRECTIONS: Find and circle the vocabulary words in the grid. Look for them in all directions including backwards and diagonally.



ACCOUNT
ATM
BALANCE
BANK
BOUNCED
BUDGET

CHECKBOOK
CREDIT CARD
CURRENCY
DEBIT CARD
DEPOSIT
DIVIDEND

ENDORSE
FEES
INTEREST
INVESTMENT
LENDER
LOAN
MONEY ORDER
MUTUAL FUND
OVERDRAFT
PAYEE
PAYOR
PENALTY
PRINCIPAL
RECONCILE
ROUTING NUMBER
SAVINGS
STATEMENT
TREASURY
WITHDRAW

C	Z	Y	V	W	I	T	H	D	R	A	W	O	N	E	J	I	B	
U	I	S	M	X	N	R	X	T	E	I	K	A	M	C	E	N	P	
R	B	M	T	H	E	B	S	A	I	C	Y	D	P	N	A	V	Y	R
E	I	N	N	T	Q	D	E	U	A	U	O	J	L	S	S	L	M	
N	M	E	O	J	W	G	F	N	F	P	A	P	O	A	N	T	A	D
C	L	Y	V	Z	Y	E	E	L	U	V	O	S	E	B	E	M	N	J
Y	L	O	A	N	S	T	A	T	E	M	E	N	T	D	R	E	E	Y
S	O	R	K	X	T	U	D	R	A	C	T	I	B	E	D	N	P	R
G	W	D	G	O	T	G	E	Z	R	I	A	P	C	I	K	T	I	U
N	O	E	W	U	O	D	Z	T	D	C	G	O	V	A	C	S	D	S
I	V	R	M	R	E	B	M	U	N	G	N	I	T	U	O	R	D	A
V	E	M	R	X	N	G	K	S	M	C	D	R	L	J	E	M	P	E
A	R	T	M	V	D	C	T	C	I	V	O	I	F	X	C	C	P	R
S	D	Q	B	Y	O	O	E	L	E	Y	I	N	T	E	R	E	S	T
C	R	N	A	P	R	L	E	Y	A	H	D	C	Q	P	E	U	V	L
W	A	J	N	D	S	X	X	P	A	C	C	O	U	N	T	Y	Y	V
V	F	P	K	U	E	P	R	I	N	C	I	P	A	L	Q	J	A	X
H	T	M	D	R	A	C	T	I	D	E	R	C	F	C	K	W	S	P

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