

English for the Financial Sector

Student's Book

Ian MacKenzie



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Contents

Thanks and acknowledgements
Introduction

3
8

Unit	Vocabulary	Reading	Listening	Language focus	Speaking	Writing	Page
1 The organization of the financial industry	Key vocabulary of banking products and services	Regulation and deregulation	The development of the financial industry; Going international	Permission, necessity and prohibition	Role play: Bank account terms and conditions		9
2 Telephoning			Arranging meetings; Handling information	Pronouncing the alphabet and saying telephone numbers	Role plays: Arranging meetings; Asking for information		14
3 Retail banking	Key vocabulary of retail banking	Commercial and investment banking; The future of bank branches	Retail banking	Likelihood and probability	Role play: Should we invest in our branches?		18
4 Business correspondence 1	Email and web addresses			Formal and informal style 1	Email etiquette	Emails	23
5 Loans and credit	Key vocabulary of loans and credit	Banks and bonds	Lending decisions; Margins	Advising and suggesting	Role plays: Lending decisions; Advising on bank products and services	Email summarizing a meeting	28
6 Business correspondence 2			A letter of complaint; An angry phone call	Formal and informal style 2		Replies to a letter of complaint; Responding to a phone call; Apologizing	32

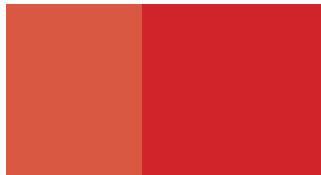
Unit	Vocabulary	Reading	Listening	Language focus	Speaking	Writing	Page
7 Accounting	Key vocabulary of financial statements and accounting	Types of accounting; Financial statements; Barclays' balance sheet	Talking about figures 1	Role play: Presenting financial statements	Role play: Presenting financial statements	36	36
8 Socializing		Greeting people and making introductions; Talking about your career; Saying goodbye	Making small talk and keeping the conversation going	Role plays: Greeting visitors and making small talk, Talking about your career, Saying goodbye	Role plays: Greeting visitors and making small talk, Talking about your career, Saying goodbye	41	41
9 Central banking	Key vocabulary of central banking and monetary policy	The Bank of England	Monetary policy; Saying figures	Talking about figures 2	Central banking decisions	46	46
10 Meetings 1	Key vocabulary of meetings		Chairing a meeting; Interruptions and digressions	Controlling meetings	Role play: A meeting	50	50
11 Financing international trade	Key vocabulary of letters of credit and bills of exchange	How a letter of credit works	Asking for information about bills of exchange	Checking and confirming information	Role play: Clarifying Incoterms	54	54
12 Meetings 2	Word combinations relating to meetings		Concluding a meeting	Asking for and giving opinions, agreeing and disagreeing	Expressing opinions Role play: Outsourcing a call centre	59	59

Unit	Vocabulary	Reading	Listening	Language focus	Speaking	Writing	Page
13 Foreign exchange	Key vocabulary of exchange rates	Exchange rates; Currency trading	Freely floating exchange rates	Describing trends and graphs	Describing a graph		63
14 Writing reports 1	Vocabulary to describe reasons, consequences and contrasts	Facts and opinions		Linking words		Findings and recommendations; A report on a trade finance website	67
15 Stocks and shares	Key vocabulary of the stock market	Why stock markets matter	A financial market report	Understanding market reports	Describing and drawing a graph; Discussing a portfolio		71
16 Writing reports 2	Head office relocation	Catering choices; Health and leisure needs	Style and tone			A report on facilities in the new head office	75
17 Mergers and acquisitions	Key vocabulary of mergers, takeovers and buyouts	Mergers, takeovers and buyouts	The role of banks	Cause and effect	Describing cause and effect; Role play: A takeover bid	Summarizing a meeting	79
18 Negotiating 1	Learn to Love Negotiating	Conditional offers; Should we grant this loan?	Making proposals, counter-proposals and conditional offers	Role plays: Making proposals and conditional offers; Negotiating a loan	Summarizing a negotiation		84

Unit	Vocabulary	Reading	Listening	Language focus	Speaking	Writing	Page
19 Derivatives	Key vocabulary of derivatives	Derivatives; An investment 'time bomb'	Derivatives	Clarifying, summarizing and paraphrasing	Defending or criticizing derivatives		89
20 Negotiating 2			Concluding an unsuccessful negotiation; Concluding a successful negotiation; Saturday opening	Dealing with conflict	Role play: Negotiating Saturday opening		93
21 Asset management	Key vocabulary of asset management and allocation	Fund management	Asset management and allocation; Investment styles	Using diplomatic language	Role play: Disagreeing diplomatically	Email summarizing a meeting; A letter of complaint	97
22 Presentations 1	Learning styles	The introduction	Visual aids	Preparing an introduction	Ethical choices		101
23 Regulating the financial sector	Conflicts of interest	The FSA; Conflicts of interest	Word formation				106
24 Presentations 2		Parts of a presentation; The end of a presentation	Dealing with questions and troubleshooting	Beginning and ending the parts of a presentation; The ending of a presentation; A complete presentation			111

File cards
Tapescripts
Word list

115
137
155



Introduction

English for the Financial Sector is a course for business students and people working in the financial industry with an intermediate or upper-intermediate level of English.

The course **aims to**:

- explain the basic concepts of most areas of finance
- build your financial vocabulary through reading, listening and discussion
- develop your comprehension of financial texts
- develop your listening skills in financial English
- improve your speaking skills through discussion, case studies and role plays
- develop your business communication proficiency by increasing your confidence and fluency in a range of skills
- practise specific language functions such as advising, suggesting, agreeing and disagreeing, clarifying, reviewing, and summarizing.

The course consists of **24 units**.

The **odd-numbered units** cover a particular area of finance, such as retail banking, investment banking, trade finance, asset management and accounting. They include authentic interviews with people working in finance, authentic business reading texts, and comprehension, vocabulary and discussion activities.

The **even-numbered units** practise business communication skills – telephoning, socializing, participating in meetings, writing letters, emails and reports, negotiating, and making presentations – in a financial context.

Each unit has a **Language focus** section looking at a specific language area and **Practice** activities using realistic situations from the financial industry.

The listening material includes British, American, European and Indian speakers. Tapescripts of all the listening material are included at the end of the book.

If you are still studying business or finance, you may learn new financial concepts from this book. If you are already working in finance, you will be able to use your knowledge and experience in the activities and exercises in this course.

You will probably be using this book in a class with a teacher. If so, try to participate as much as possible in the pair work and group activities, as this will increase the time you spend practising speaking, and so improve your fluency and confidence.

I hope you enjoy using this book.