LESSON 2. TEST

1) Составьте словосочетания и переведите их на русский язык.

1. The head of …		a) … of the account
2. To credit a sum …		b) … outgoing telexes
3. The number …		c) … big companies
4. To confirm the receipt …		d) … various messages
5. To look through …		e) … to an account
6. Head offices of …		f) … is going on
7. Outstanding …		g) … request
8. The above …		h) … payment documents
9. Incoming and …		i) … foreign banks
10. At the beneficiary's …		j) … our departmnent
11. To pay special …		k) … a certain letter
12. E-mail messages from …		l) … debit advice
13. To transmit …		m) … bills
14. I know what …		n) … attention
15. To quote …		o) … of certain documents

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2) Переведите на английский язык.

1. Со ссылкой на ваше письмо от 3 марта сообщаем номер счета бенефициара.	
2. Со ссылкой на ваш телекс от 21 октября сообщаем наименование и адрес плательщика.	
3. По просьбе бенефициара прилагаем к письму наше платежное поручение.	
4. Пожалуйста, кредитуйте наш счет вышеуказанной суммой и подтвердите платеж.	
5. Сообщаем, что внимательно изучаем ваши платежные инструкции.	
6. Пожалуйста, заметьте, что все документы компании Royal Insurance International внимательно проверяются.	

3) Найдите в каждой строчке лишнее слово и запишите его.

1. E-mail, letter, message, telephone	
2. To advise, to ask, to inform, to say	
3. Beneficiary, client, customer, partner	
4. Company, concern, office, organisation	
5. Banking, insurance, manufacturing, tourism	

4) Выберите правильные вариант ответа.

1. The accountant ____ through payment orders now.

   a) Often looks b) does not look c) is looking d) usually looks

2. He understands ____ words are addressed to him.

   a) This b) these c) that d) there

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3. Please, ____ your payment instructions.

   a) To confirm b) confirm c) do confirm d) does not confirm

4. We are enclosing our debit advice ___ the letter.

   a) In b) to c) with d) without

5. We may ____ the goods next month.

   a) Will receive b) receive c) received d) have received

6. Please, credit our account ___ the above sum.

   a) - b) about c) to d) with

7. We are ____ you of the name and address of the beneficiary.

   a) Acknowledging b) advising c) noting d) referring

8. The chief accountant is looking ____ payment orders.

   a) On b) at c) through d) throughout

9. You should pay attention ____ these payment documents.

   a) At b) to c) for d) on

10. He is responsible ____ all financial matters of the company.

    a) For b) of c) to d) from

11. The frist telex quotes ____ a certain letter.

    a) From b) to c) by d) –

12. Some telexes are about payments ____ certain sums of money to banks.

    a) Of b) to c) from d) –

13. The City looks dead ____ nights.

    a) In b) on c) at d) during

14. Please, refer to our letter ____ 8th June.

    a) From b) of c) at d) on

15. We are informing you ____ the name of the payer.

    a) - b) for c) with d) of

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