Name _____

vocabulary test 1

1. Decide:

1. She used the **stapler / dry eraser** to clear the white board.
2. Make sure the bill is real with a **counterfeit pen / cash drawer.**
3. He wrapped $500 of cash in a **coin wrapper / bill strap.**
4. The papers fell apart. My **stapler / dry eraser** must be broken.
5. Place your thumb on the **fingerprint pad / pen.**
6. Update the **inventory / stamps** with the new supplies.
7. Start the meeting by writing your name on the **file cabinet / white board**.
8. Lock the deposit in the **armchair / teller pedestal**.
9. The **coin machine / counterfeit detector** found fake bills.
10. Destroy those documents in the **shredder / binder.**

2. Match the words (1-7) with the definitions (A-G).

1	**budget analyst**	A a person who fills out tax forms
2	**bookkeeper**	B a person who records transactions
3	**trainee**	C help people make smart investments
4	**internal auditor**	D a person who is learning a new job
5	**tax accountant**	E a person who checks records for accuracy
6	**customer service**	F meeting the needs of customers
7	**financial advisers**	G a person who reviews financial plans

LIVEWORKSHEETS

3. Read the sentences and complete:

client tax accountants coin wrapper paper clip bill strap note pad gross wages shredder cash drawer binder wage copier earn salary bookkeeper pen stapler

1. A _____ is an accountant who records transactions.
2. A _____ is a notebook that holds papers with rings or clips.
3. To _____ is to make a profit.
4. A _____ is a writing utensil that uses ink.
5. _____ help their clients fill out tax returns.
6. A _____ is a machine that produces duplicates of paper documents.
7. A _____ is a device that fastens together sheets of paper by piercing them with staples.
8. A _____ is a yearly amount of money paid to an employee.
9. A _____ is a strip of printed paper used to wrap specified amounts of cash.
10. A _____ is a sliding compartment with several sections for organizing various denominations of cash and coins.
11. A _____ is a strip of printed paper used to wrap specified amounts of coins.
12. _____ are the sum of an employee's hourly pay for a certain period
13. A _____ is a book of blank paper for writing on.
14. A _____ is a customer or person for whom services are provided.
15. A _____ is a small device that holds sheets of paper together.
16. A _____ is an electronic device that cuts paper into thin strips.
17. A _____ a particular amount of money that is paid, usually every week, to an employee, especially one who does work that needs physical skills or strength, rather than a job needing a college education.

LIVEWORKSHEETS

4 Explain the phrases:

demand =

stopa procentowa =

supply =

hole punch =

budgetary expenditure =

podatek =

koperta =

creaser =

pinezka =

file binder =

5. Translate the following sentences into Polish.

1. The bank has no counterfeit pens.

2. Scarcity plays a key role in economic theory, and it is essential for a "proper definition of economics itself."

3. The woman will purchase coin wrappers and bill straps at a store.

4. Economics focuses on the behaviour and interactions of economic agents and how economies work.

5. Bookkeepers work in a company's back-office and record everything the organization earns or spends.

6. Economic efficiency measures how well a system generates desired output with a given set of inputs and available technology.

LIVEWORKSHEETS