

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

### 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.

#### 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.