"Types of Financial Documents"

1. Read the passage below and answer the questions.

In the banking world, financial documents are very important. Some common documents include:

1. **Deposit Slip** – This is a form used when a customer wants to deposit money into a bank account. It usually includes the customer's name, account number, and the amount of money to deposit.

2. **Bank Statement** – This is a report sent by the bank to the account holder, showing all transactions in a period. It lists withdrawals, deposits, and the current balance.

3. **Loan Application Form** – This is filled out by a customer who wants to borrow money. It includes personal information, employment status, income, and the amount of money requested.

4. **Balance Sheet** – This is a financial report that shows a company's assets, liabilities, and equity at a specific point in time.

5. **Income Statement** – This shows the company's revenues and expenses over a period. It helps determine if the company made a profit or loss.

2. Match the term with its definition.

A. Deposit Slip

B. Bank Statement

C. Loan Application Form

D. Balance Sheet

E. Income Statement

1. A report that shows how much a company earned and spent.

2. ____ A form to request money from a bank.

3. ____ A report of all money that entered or left an account.

4. ____ A document listing what a company owns and owes.

5. ____ A form used to put money into an account.

3. Reading Comprehension Questions

1. What kind of document shows your bank activity?

2. Which document do you use when asking the bank for a loan?

3. If a company wants to know its financial position at a moment in time, what document does it check?

4. What information is included in a deposit slip?

5. What is the purpose of an income statement?

4. Speaking / Pair Work

With a partner, answer the following:

- Which of these documents have you seen before?

- Why do you think financial documents must be accurate?

- Role-play: One student is a bank customer asking about a document. The other is a bank employee explaining what it is and how to use it.