## **INDICATORS**

- Identifying vocabulary words related to Banking contexts when listening to audios.
- > Recognizing specific information about banking when solving listening tasks.

# **Directions:**

Listen to the audio about banking vocabulary and give the correct order by writing numbers from 1 to 40.

Head office
Interest
Deposit
Loan
Guard
Identification
Main branch
Overdrawn
Open an account
Paying-in slip
Passbook
Payee
Standing order
Withdrawal
Overdraft
Transaction
Savings account
PIN number
Teller



#### BANKING VOCABULARY.

### **Directions:**

Read the concepts and look up in a dictionary the words you don't know. In the next practice you will need this information.

Account - A record of the money that a customer has at the bank. (noun)

Account number - A unique number that is used to identify a bank account. (noun)

Advisor - A staff member who helps customers. (noun)

<u>ATM - Automated teller machine/Cash machine - A device that gives money and can be used to do other account transactions. (noun)</u>

<u>ATM card - A small plastic card that an ATM uses to identify a costumer and their account. Same as a bank card. (noun)</u>

Balance - The amount of money in an account: could be positive or negative. (noun)

<u>Bank card - A small plastic card that an ATM uses to identify a costumer and their account. Same as an ATM card. (noun)</u>

<u>Bank charges</u> - Money to be paid to the bank to use certain services or as a fine if a mistake is made. (noun)

Bank manager - The person who is in charge of a branch of the bank. (noun)

Bank services - The products that a bank offers. (noun)

<u>Bank statement -</u> Either a paper or electronic summary of the money paid into or out of an account that month. (noun)

**Borrow** - To get money from a bank now that a person does not own and so has to pay back to the bank at a later time. (verb)

Branch - The bank or the building where customers use the bank services. (noun)

<u>Cash</u> - Money in the form of notes or coins. (noun)

Check (US) - A written order telling the bank to pay or transfer money to someone. (noun)

<u>Close an account -</u> To empty an account of money and tell the bank it is no longer going to be used. (verb phrase)

Counter - The area in a bank where the tellers work. (noun)

<u>Credit card -</u> A small plastic card that can be used to buy items. The balance has to be paid once at the end of the month. (noun)

Credited - To add money to a bank account. (adjective)

<u>Current account -</u> A bank account that is designed for everyday use. (noun)

<u>Debit card -</u> A small plastic card that can be used to pay for items without giving the seller cash directly. The money is taken from the account immediately. (noun)

**Deposit** - To give the bank money to be added to the customer's account. (verb)

Guard - Someone who works at a bank to prevent thieves from steeling the money. (noun)

<u>Head office</u> The place where the bank is run from and where information is stored centrally. (noun)

<u>Identification</u> An item that proves your identity, such as a passport or driver's license. (noun)

#### Interest:

- 1) The money that needs to be paid each month for borrowing money from the bank, usually a percentage of the total. (noun)
- 2) The money the bank pays its customers for depositing money with them, usually a percentage of the total. (noun)

<u>Loan -</u> Borrowed money that is received now but needs to be paid back, often monthly, with interest added. (noun)

Main branch - The biggest branch of a bank in a city that offers the most services. (noun)

Open an account - To start an account at a bank for the first time. (verb phrase)

Overdraft - An amount of money that can be used each month that the customer does not own. (noun)

<u>Overdrawn</u> - To have used more money than there is in the account so that money is owed to the bank. (adjective)

<u>Passbook - A book containing a record of all the account transactions. (noun)</u>

Payee - Someone who is paid money. (noun)

Paying-in slip - A piece of paper to fill-in when depositing money into an account. (noun)

PIN number - A four-digit number used to access ATM machines. (noun)

<u>Savings account -</u> An account used to save money. It often has a higher rate of interest and penalties for withdrawing money. (noun)

<u>Standing order</u> - An instruction to the bank to pay the same person or company the same amount of money on a regular schedule, often monthly. (noun)

<u>Teller - A</u> person who works at the bank counter and accepts and gives out money to the bank's customers. (noun)

<u>Transaction</u> - Any situation where money is deposited or withdrawn from an account. (noun)

Withdrawal - To take money out of an account. (noun)



### WATCH AND LEARN.

<u>Listen to Banking Vocabulary Definitions and choose by ticking in the correct definition for the banking vocabulary in this quiz.</u>

- 1) What is the definition of Balance?
  - A) The amount of money in an account: could be positive or negative.
  - B) Money to be paid to the bank to use certain services or as a fine if a mistake is made.
  - C) The area in a bank where the tellers work.
  - D) Borrowed money that is received now but needs to be paid back, often monthly, with interest added.
- 2) What is the definition of Borrow?
  - A) Either a paper or electronic summary of the money paid into or out of an account that month.
  - B) To empty an account of money and tell the bank it is no longer going to be used.
  - C) To get money from a bank now that a person does not own and so has to pay to the bank at a later time.
  - D) Any situation where money is deposited or withdrawn from an account.



- 3) What is the definition of Overdrawn?
  - A) The record of the money that a customer has at the bank.
  - B) An amount of money that can be used each month that the customer does not own.
  - C) A four-digit number used to access ATM machines.
  - D) To have used more money than there is in the account so that money is owed to the bank.

### 4) What is the definition of Bank manager?

- A) To start an account at a bank for the first time.
- B) A person who works at the bank counter and accepts and gives out money to the bank's customers.
- C) A staff member who helps customers.
- D) The person who is in charge of a branch of the bank.

### 5) What is the definition of Identification?

- A) Someone who works at a bank to prevent thieves from steeling the money.
- B) An item that proves your identity, such as a passport or driver's license.
- C) A small plastic card that can be used to pay for items without giving the seller cash directly. The money is taken from the account immediately.
- D) A written order telling the bank to pay or transfer money to someone.



Listen to the audios DRAW A LINE to match the picture with the description from the audio.









