

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 |

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.