"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.