

VOCABULARY - PHRASEOLOGY - GRAMMAR

1 Write a definition for the following terms.

- 1 current account _____
- 2 deposit account _____
- 3 overdraft _____
- 4 standing order _____
- 5 direct debit _____
- 6 account statement _____

2 BEC Choose the correct option to complete this email.

Dear Mr Kramer,

We have just received your payment (1) _____ regarding invoice No. 11/5690 for AUS\$4,500. We would like to inform you that this (2) _____ was paid in full (3) _____ bank transfer on 5th October.

This is the second time that we have received such reminders (4) _____ of our payments being made on time. We kindly ask you to (5) _____ your records more carefully in the future before (6) _____ out these letters.

Yours sincerely,
Ian Short

- | | | | |
|--------------|------------|------------|--------------|
| 1 A receipt | B reminder | C order | D instalment |
| 2 A quantity | B money | C amount | D number |
| 3 A by | B with | C through | D at |
| 4 A despite | B whereas | C although | D in spite |
| 5 A check | B look | C observe | D test |
| 6 A to send | B sending | C send | D sent |

3 PET Complete the second sentence so that it means the same as the first. Use no more than three words.

- 1 That was the first time the company had done business abroad.
The company _____ business abroad before.
- 2 The meeting began before the manager arrived.
When the manager arrived, the meeting _____ already _____.
- 3 We requested the documents from the bank. They arrived after two weeks.
We _____ for two weeks when the documents finally arrived from the bank.
- 4 I left my credit card at home. I went to pay for my shopping.
When I went to pay for my shopping I realised I _____ my credit card at home.
- 5 Five months after I started investing in the stock market, there was a crash and I lost a lot of money.
I _____ in the stock market for five months when there was a crash and I lost a lot of money.

4 For each situation write a sentence with if.

- 1 Ted is a discretionary broker so he can charge higher commission.

- 2 The company has open accounts with its main suppliers because it does so much business with them.

- 3 We always ask for credit references because we had some clients default in the past.

- 4 The documents weren't in order so the bank didn't issue the draft.

- 5 I went overdrawn because the bank didn't send me a text alert.

- 6 We contacted our lawyers because the client refused to pay his debts.
