**English Class / M1 Accounting § Auditing TD3**

**Exercise1:** *Jobs, tasks and responsibilities.* ***Match the words on the left with the activities on the right answers.***

**1** an accountant **a**. gives expert advice to investors

**2** an auditor **b**. is responsible for a branch of a bank

**3** a cashier **c**. analyzes the financial performance of companies

**4** a bank manager **d**. invests money in the stock market

**5** a financial consultant **e**. inspects a company’s accounts once a year

**6** an investor **f**. works at a cash desk in a bank

**7** a stockbroker **g**. prepares financial records for a company

**8** a customer **h**. deposits money in a bank to earn interest

**9** a financial analyst **i**. buys and sells shares in companies

**10** a saver **j**. owes money

**11** a creditor **k**. is a general word for a person who uses a bank

**12** a debtor **l**. is owed money by another person or company

***Exercise2: Fill the gaps using words derived from the verbs in bold.***

**invest**

**1** A person or organisation that invests money is called an ……………………..

**2** The money invested by a person or organisation is called an …………………

**advise**

**3** A financial………………… is someone who advises clients where to invest their money.

**4** Clients have to pay for this ……………………

**save**

**5** A ………………… is a person who saves money.

**6** The money that a person saves is known as their ………………………. .

**lend**

**7** The money lent by a bank to a client is called a ……………………….. .

**8** A …………………… is a bank or a financial institution from which a person or organisation borrows money.

**bank**

**9** A ………………… draft is a document used to transfer a large amount of money from one company to another, often to another country.

**10** If you are …………………., you officially admit that you have no money and you cannot pay your debts.

**borrow**

**11** The cost of ………………….. increases when interest rates go up.

**12** In the UK there are more …………………………………. than investors.

***Exercise3: Fill the gaps with the correct form of a verb with the opposite meaning of the one in brackets. Choose from this list. The first one has been done for you.***

**simplify rise borrow spend ~~withdraw~~ refuse**

**receive encourage distrust reduce prefer agree**

1. She went to the bank to *withdraw* some money. [DEPOSIT]
2. He ………………………….. £100,000 from the bank. [LEND]
3. Interest rates ………………………..by 1% last week. [FALL]
4. The bank has decided to ……………………. its charges. [INCREASE]
5. She decided to ……………………… all her money. [SAVE]
6. High interest rates usually ………………...... small investors. [DISCOURAGE]
7. Electronic banking has ……………..... banking transactions. [COMPLICATE]
8. Most experts ……............. that the stock market will rise again soon. [DISAGREE]
9. The bank manager ……………………….. her request for a loan. [ACCEPT]
10. Many customers ………………………….. internet banking. [TRUST]
11. Customers usually ………………….....a bank statement every month. [SEND]
12. Most customers …………………. a personal interview with their bank manager. [DISLIKE]

**Exercise 4: Match these terms with their definitions.**

1. business entities a. focusing on the customer rather than the product

2. set up b. new, original

3. innovative c. companies

4. flopped d. something that makes you better than other companies

5. outsourcing e. did not succeed, failed

6. customercentric f. structure

7. competitive edge g. getting external companies to do work for your

company.