



# BANKING



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Expemo code:  
13UB-B6C9-15BT

## 1 Banking vocabulary

Match the following words and expressions with their correct definitions

- |                      |          |  |
|----------------------|----------|--|
| 1. change money      | <b>f</b> | a. a negative amount of money in your bank account                                   |
| 2. exchange rate     | <b>b</b> | b. how much the money of one country can be changed for the money of another country |
| 3. charge commission | <b>e</b> | c. paper money   |
| 4. bills             | <b>c</b> | d. the amount of money you have in your bank account                                 |
| 5. balance           | <b>d</b> | e. to ask a customer to pay a fee or percentage of a particular service              |
| 6. withdraw cash     | <b>g</b> | f. to give money in one currency and receive the same money in another currency      |
| 7. overdraft         | <b>a</b> | g. to take out money from your bank account or from a cash machine                   |

	DATE	1234
PAY TO THE ORDER OF	\$	<input type="text"/>
		DOLLARS
FOR		
	123445566	123445566



## 2

## Dialogue

Now complete the following dialogues with words from above

## FOREIGN EXCHANGE

Cashier: Hello. How may I help you?

Robert: I'd like to \_\_\_\_\_<sup>1</sup> some euros into dollars, please. Could you tell me the current \_\_\_\_\_<sup>2</sup>?

Cashier: 1.2 US dollars to the euro.

Robert: Fine. Do you \_\_\_\_\_<sup>3</sup>?

Cashier: No, we don't. How much would you like to change?

Robert: 100 euros.

Cashier: May I see your ID?

Robert: Here you are.

Cashier: How would you like your \_\_\_\_\_<sup>4</sup>?

Robert: In twenties, please.

Cashier: Here you are, sir. That's 120 dollars.

Robert: Thank you.

## CHECKING ACCOUNTS

Simon: I'd like to check the current \_\_\_\_\_<sup>5</sup> on my account, please.

Cashier: Certainly. May I see your ID, please?

Simon: Here you are.

Cashier: Just a moment... It's 280 dollars.

Simon: OK. I'd like to \_\_\_\_\_<sup>6</sup> 50 dollars please.

Cashier: Certainly...Please sign here...And here is your receipt. Anything else I can do for you?

Simon: Yes, can you tell me what my \_\_\_\_\_<sup>7</sup> limit is?

Cashier: Certainly. It's 200 dollars. Anything else?

Simon: No, that's everything. Thank you.

Now listen to check your answers.

Audio





### 3 Foreign currencies

Match the following currencies/currency codes with the countries in which they are used:

- |                 |   |   |
|-----------------|---|---|
| 1. euro (EUR)   | d | a. China                                |
| 2. pound (GBP)  | g | b. India                                |
| 3. yen (JPY)    | c | c. Japan                                |
| 4. rouble (RUB) | e | d. most countries in the European Union |
| 5. franc (CHF)  | f | e. Russia                               |
| 6. yuan (CNY)   | a | f. Switzerland                          |
| 7. rupee (INR)  | b | g. the United Kingdom                   |
| 8. dollar (USD) | h | h. the United States                    |

In pairs, read aloud each of the following exchange rates.

*Example: USD 1.2 = EUR 1.00 "One point two dollars to the euro"*

1. GBP 0.86 = EUR 1.00
2. JPY 155.00 = GBP 1.00
3. CHF 1.08 = USD 1.00
4. RUB 31.38 = USD 1.00
5. INR 0.50 = JPY 1.00
6. CNY 11.1 = GBP 1.00

### 4 Banking phrases

Use a dictionary to explain the difference between the following terms:

1. a checking account and a savings account?
2. a mortgage and a loan?
3. a credit card and a debit card? **debt with the bank**
4. in credit and overdrawn?

Use of following verbs to form phrases with the words above.

take out/pay off      open/close      be      pay by

In pairs, take turns to read out each of the following situations and advise your partner what to do using 'You should/could/must...' etc. + one of the phrases above:

1. I want to buy a car but I don't have enough money in my bank account.
2. I want to buy a house, but I don't have enough money.
3. I have a bank account in which I have to leave my money for a long time, but now I want to spend it when I want.
4. I don't want to carry too much cash with me when I go shopping.
5. My bank won't lend me any more money.

**5****Role play**

Now practice the following situations with your partner. Take turns to be customer and bank employee.

1. You want to withdraw \$200 in fifty-dollar bills.
2. You want to check your bank balance and deposit \$50.
3. You want to check your overdraft limit and exchange some money.
4. You need a loan to buy a car but you have too many existing loans already.
5. You are going on vacation to Switzerland, and you need some cash in Swiss currency. You have 100 US dollars.



# Transcripts

## 2. Dialogue

### FOREIGN EXCHANGE

Cashier: Hello. How may I help you?

Robert: I'd like to change some euros into dollars, please. Could you tell me the current exchange rate?

Cashier: 1.2 US dollars to the euro.

Robert: Fine. Do you charge commission?

Cashier: No, we don't. How much would you like to change?

Robert: 100 euros.

Cashier: May I see your ID?

Robert: Here you are.

Cashier: How would you like your bills?

Robert: In twenties, please.

Cashier: Here you are, sir. That's 120 dollars.

Robert: Thank you.

### CHECKING ACCOUNTS

Simon: I'd like to check the current balance on my account, please.

Cashier: Certainly. May I see your ID, please?

Simon: Here you are.

Cashier: Just a moment... It's 280 dollars.

Simon: OK. I'd like to withdraw 50 dollars please.

Cashier: Certainly...Please sign here...And here is your receipt. Anything else I can do for you?

Simon: Yes, can you tell me what my overdraft limit is?

Cashier: Certainly. It's 200 dollars. Anything else?

Simon: No, that's everything. Thank you.



# Key

## 1. Banking vocabulary

1. f      2. b      3. e      4. c      5. d      6. g      7. a

## 2. Dialogue

1. change                      2. exchange rate                      3. charge commission                      4. bills  
5. balance                      6. withdraw                      7. overdraft

Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the internet on your device).

## 3. Foreign currencies

1. d      2. g      3. c      4. e      5. f      6. a      7. b      8. h

Point out that the words 'yen' and 'yuan' are both singular and plural (e.g. JPY 1 = "one yen", JPY 10 = "10 yen"). The word 'yuan' is commonly pronounced by English-speakers as 'you-an', although the correct pronunciation is apparently a one-syllable word that sounds like 'yren'. Also mention that the name of each currency, except for the euro, can also be preceded by a nationality adjective, e.g. British pounds, US dollars, Swiss francs, etc.

1. "Zero point eight six pounds/British pounds to the euro"
2. "One hundred and fifty-five yen/Japanese yen to the pound/British pound"
3. "One point zero/oh eight francs/Swiss francs to the dollar/US dollar"
4. "Thirty-one point three eight roubles/Russian roubles to the dollar/US dollar"
5. "Zero point five rupees/Indian rupees to the yen/Japanese yen"
6. "Eleven point one yuan/Chinese yuan to the pound/British pound"

## 4. Banking phrases

1. A checking account ('current account' in UK English) is a bank account in which you can take money from at any time. A savings account ('deposit account' in UK English) is a bank account in which you leave your money for a long time but you receive more interest than from a checking account.
2. A loan is money that you borrow from a bank which you have to pay back in regular small amounts. A mortgage is a loan that you receive from a bank to pay for a house or apartment.
3. With a credit card, you have to pay back the money you spend. With a debit card, the money you spend is taken directly from your bank account.
4. If you are in credit, you have money in your bank account. If you are overdrawn, you have a negative amount of money in your bank account.

take out/pay off a mortgage/loan; open/close a checking account/savings account; be in credit/overdrawn; pay by credit card/debit card

If the students aren't clear on the task, do the first situation as an example. Possible answers:

1. You should take out a loan.
2. You should take out a mortgage.
3. You should close your savings account and open a checking account.
4. You could pay by credit card.



5. You must pay off your existing loans first.

## 5. Role play

Possible dialogues:

1. A: I'd like to withdraw 200 dollars, please.

B: Certainly, sir. How would you like your bills?

A: In fifties, please.

B: Here you are, that's 200 dollars.

2. A: I'd like to check the balance on my account, please.

B: Certainly, sir. May I see your ID, please?

A: Here you are.

A: Thank you. Your current balance is ....

A: Fine. And I'd like to deposit 50 dollars, please.

B: Of course.

3. A: I'd like to check my overdraft limit, please.

B: Certainly. May I see your ID, please?

A: Here you are.

B: Thank you. Your overdraft limit is ....

A: Fine. And can I exchange 500 euros into dollars, please?

B: Sure. Here you are. That's .... dollars and ... cents.

A: Thank you.

4. A: I'd like to take out a loan to buy a car.

B: I'm afraid you will have to pay off some of your existing loans first, sir.

5. A: Hello. How may I help you?

B: I'd like to change 100 dollars into Swiss francs, please. Could you tell me the current exchange rate?

A: It's 1.08 francs to the dollar.

B: Fine. Do you charge commission?

A: No, we don't. Here you are, that's 108 francs.

B: Thank you.