**ANSWER SHEET** (Please circle only one answer)

**PART 2**

1. **A B C**
2. **A B C**
3. **A B C**
4. **A B C**
5. **A B C**
6. **A B C**
7. **A B C**
8. **A B C**
9. **A B C**
10. **A B C**

**PART 3.**

1. **UP DOWN**
2. **UP DOWN**
3. **UP DOWN**
4. **UP DOWN**
5. **UP DOWN**
6. **UP DOWN**
7. **UP DOWN**
8. **UP DOWN**
9. **UP DOWN**
10. **UP DOWN**

**PART 4**

1. **A B C D**
2. **A B C D**
3. **A B C D**
4. **A B C D**
5. **A B C D**

**PART 5**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**QUESTIONS**

**PART 1. Read part of the information sheet from Martin’s introduction to UBCS. Then complete the fact sheet**

**UBCS International** is a leading international bank. We provide an excellent range of products and services, including current accounts, savings accounts, mortgages, insurance, loans, foreign exchange services and investment advice. We have 2,000 employees in our head office in Frankfurt and 38,000 in our 320 branches in Europe, the Middle East and Asia. We give our trainees experience in all our departments:

* Our cashiers serve the bank’s customers. They help customers make deposits and withdrawals, check balances, answer questions and help customers with their everyday banking needs.
* At our foreign exchange counter, the cashiers sell foreign currency to customers who want to go abroad.
* Our mortgage advisers give customers information about stocks and shares, bonds and other types of investments.

***UBCS INTERNATIONAL***

**Location** **Services (tick ✓ those that apply)**

Head office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ current accounts 🞏 insurance 🞏

 savings accounts 🞏 loans 🞏

**Company figures** foreign exchange 🞏 accountancy 🞏

Number of branches \_\_\_\_\_\_\_\_ mortgages 🞏 investment advice 🞏

Number of employees \_\_\_\_\_\_\_

**PART 2. CHOOSE THE BEST WORD TO GO INTO THE SPACE**

1. Berlin Brothers bought a \_\_\_\_\_\_\_\_\_ shareholding in Anderson Accounting.

a. more-than-half b. biggest c. majority

1. In the UK, mergers and acquisitions are not \_\_\_\_\_\_\_\_\_ by the government.

a. controlled b. checked c. regulated

1. You don’t have any \_\_\_\_\_\_\_\_\_ in your account

a. funds b. fun c. funding

1. The bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my husband's credit card because he didn't pay his credit card bills.

a. reneged b. retracted c. cancelled

1. If you've lost your bank card you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a new one.

a. reply b. apply/reapply c. fill

1. A cashier's check is a check that's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by a bank.

a. guaranteed b. guarantee c. warrantee

1. I'd like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ some money to my other account.

a. transfer b. change c. switch

1. Another word for “operating costs” is \_\_\_\_\_\_\_\_\_\_\_\_\_.

a. headings b. overheads c. heads

1. A company which makes neither a profit or a loss is said to \_\_\_\_\_\_\_\_\_\_.

a. fall even b. drop even c. break even

1. There was a drop in stock exchange trading volumes means that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. fewer shares were traded b. more shares were traded c. many shares went down in value

**PART 3. WRITE “UP” OR ”DOWN” NEXT TO EACH SENTENCE**

1. Share prices rocketed
2. Share prices slumped
3. Share prices recovered
4. Share prices hit a new peak
5. Share prices soared
6. Share prices dropped dramatically
7. Share prices ballooned
8. Share prices crashed
9. There was a sizeable drop in share prices
10. Share prices plummeted

**PART 4. READING COMPREHENSION**

**THE STOCK MARKET**

Stocks are units of ownership in a company. People may buy stocks in many different types of companies. It is called investing. Their hope is that sometime in the future the company may make more money. The stocks would then be worth more money. The stock owner can then sell his stocks at a higher price than he purchased them for.

Companies sell stocks or units of their companies for different reasons. They might want to expand their company and need money to hire more employees. They might need to build a new plant or other building. They might want money to use for research and development of new products or update the old ones. Without investors, those companies probably couldn't grow.

A person who purchases stocks is called a shareholder. He owns a share of the company. If the value of the company's stocks goes up, a person makes a profit. If the value goes down, the shareholder may own stocks worth less than the amount he originally paid. He will have lost money if he decides to sell at that time. Sometimes a person holds onto stocks which have gone down in value to see if the value goes up.

The stock market is like a store for stocks. People can buy and sell shares in a company. They do research and find out how much stocks in a certain company sell for. Also, they try to find out if the company has been continually making money over the last number of years. The purchaser decides how much money he wants to invest and in what company he wants to be a shareholder. The headquarters of the Stock Market in the United States is in New York City. It is often called 'Wall Street' because that is the name of the main street in the financial district of that city.

People who are wise do not invest all their money buying shares in just one company. If an investor has shares in many different companies, he will be able to keep going even if some companies lose money for a short time. He might make a profit on the other companies.

Many people study the stock market constantly. They spend all their time watching the prices of stocks go up and down. Financial advisors earn their living helping people choose stocks to invest in. If they have enough experience, they can tell what stocks might be worth more money in the future. The purchaser pays a fee to the advisor or to the company which owns the stocks. Investing in the stock market always involves a risk to the buyer. Not many stocks stay high all the time.

All companies do not sell stock. Companies run by a single person or a group of people cannot sell shares in their companies. A company which is a corporation is the only type legally allowed to sell stock.

Each shareholder in a company has the right to vote on certain issues which come up. Those who own more shares, of course, will have more say in the outcome of the vote. Most companies have an annual meeting where investors cast ballots. Those who cannot attend can send their decision in by mail.

The terms 'Bear' and 'Bull' are used in describing those who invest in stocks. A 'bearish' person will proceed cautiously in buying stocks because he is concerned that the market might be going down. A 'bullish' person thinks that the market is going to go up in value and buys a lot of that stock. A 'bear' market describes a time when stock prices have been going down. A 'bull' market is one that is seen to be going up.

1. **According to the text above, choose the most appropriate answer for the following questions?**
2. Which of the following is a nickname for the headquarters of the stock market in the United States?
3. Wall Street
4. Traders Row
5. Business Boulevard
6. The Marketplace
7. Which of the following are the names given to the two types of stock purchasers?
8. Bulls and Lions
9. Bulls and Lambs
10. Bulls and Bears
11. Tigers and Bulls
12. Which of the following people help investors decide on the best stocks to buy?
13. Stock sellers
14. Financial Advisors
15. Money Traders
16. Stock Managers
17. In which of the following cities in the United States is the headquarters of the stock market located?
18. Boston
19. Dallas
20. Los Angeles
21. New York
22. Which of the following is NOT a reason a company might want to sell stock to investors?
23. They want to hire more employees.
24. They want to create new products.
25. They want to sell the company.
26. They want to build a warehouse.
27. **Complete the following sentences**
28. Companies sell stocks in order to
29. The wise shareholders always invest in many different companies to be able to
30. Companies run by a single person or a group of people are not allowed
31. Shareholders who own more shares,
32. Shareholders who cannot attend the annual meeting

**PART 5. VOCABULARY**

**Match the words on the left with the definitions on the right**

|  |  |
| --- | --- |
| 1. bearer certificate
 | 1. to expand into new fields
 |
| 1. to underwrite
 | 1. to sell all the possessions of a bankrupt business
 |
| 1. to diversify
 | 1. a security whose owner is not registered with the issuer
 |
| 1. hedging
 | 1. buying and selling shares for clients
 |
| 1. insider share-dealing
 | 1. to merge with or take over other firms producing the same type of goods or services
 |
| 1. stockbroking
 | 1. a company that spreads investors’ capital over a variety of securities
 |
| 1. mutual fund
 | 1. money paid to shareholders
 |
| 1. dividend
 | 1. the use of information not known to the public to make a profit out of buying or selling shares
 |
| 1. to liquidate
 | 1. to guarantee to buy an entire new share issue, if no one else wants it
 |
| 1. horizontal integration
 | 1. making contracts to buy or sell a commodity or financial asset at a pre-arranged price in the future as a protection or ‘insurance’ against price changes
 |

\*\* END OF THE TEST \*\*

*Note: The invigilators are NOT allowed to explain the exam questions*

|  |  |  |
| --- | --- | --- |
|  | **Module outcome(s)** |  |
| **G1.1** | Accumulating and memorizing vocabulary in Banking and Finance | Part 1 |
| **G1.2** | Understanding well enough to read or listen  | Part 2 |
| **G2.1** | Expanding and improving knowledge in Banking and Finance such as stocks, bonds, derivative instruments, mergers and acquisitions. | Part 3 |
| **G3.2** | **Using accurate English terms in Banking and Finance.** | Part 4 |

**Approved**

**ANSWER SHEET** (Please circle only one answer)

**PART 1**

1. **T F**
2. **T F**
3. **T F**
4. **T F**
5. **T F**
6. **T F**
7. **T F**
8. **T F**
9. **T F**
10. **T F**

**PART 2**

1. **A B C**
2. **A B C**
3. **A B C**
4. **A B C**
5. **A B C**
6. **A B C**
7. **A B C**
8. **A B C**
9. **A B C**
10. **A B C**

**PART 3.**

1. **UP DOWN**
2. **UP DOWN**
3. **UP DOWN**
4. **UP DOWN**
5. **UP DOWN**
6. **UP DOWN**
7. **UP DOWN**
8. **UP DOWN**
9. **UP DOWN**
10. **UP DOWN**

**PART 4**

1. **A B C D**
2. **A B C D**
3. **A B C D**
4. **A B C D**
5. **A B C D**

**PART 5**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**QUESTIONS**

**PART 1. Read the article. Are the following statement true (T) or false (F)?**

**Jobs in banking**

Banks offer many different jobs, from trainee cashier right up to senior account manager or investment analyst. Many jobs are in specialist areas such as IT or corporate banking – accounts for business customers. Some banks have call centres where customer service advisers answer telephone enquiries. In the UK today, building societies, insurance companies and even supermarkets can offer the same services as banks. There is a lot of competition, so banks always need top-quality staff with good communication skills.

# Training opportunities

Trainee with basic school qualifications usually process cheque and do administrative tasks. They then take a training course to become cashiers. Good cashiers often become supervisors, responsible for their own teams of employees.

Graduate trainees have a fast-track training course. They usually spend about two years learning how the bank works. Then they can get management positions.

Branch managers spend a lot of time with customers and sometimes visit business customers in their office or factory.

# Working conditions

Working hours are usually 9am to 5pm. Most banks have an appraisal system and give salary increases according to performance. Some also have good pension schemes. Larger banks have sports facilities for activities such as golf and tennis.

1. Only university graduates get jobs in UK banks. (T/F)
2. All UK banks have call centres. (T/F)
3. Customers visit call centres to talk to customer service advisers. (T/F)
4. Some other companies offer the same services as banks. (T/F)
5. Trainees can become cashiers after taking a training course. (T/F)
6. University graduates become manager as soon as they join a bank. (T/F)
7. Managers never leave the bank during working hours. (T/F)
8. Working hours are usually 9am to 5pm. (T/F)
9. All UK bank employees receive the same salary. (T/F)
10. All UK banks have sports facilities. (T/F)

**PART 2. CHOOSE THE BEST WORD TO GO INTO THE SPACE**

1. I'd like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ some money to my other account.

a. switch b. change c. transfer

1. In the UK, mergers and acquisitions are not \_\_\_\_\_\_\_\_\_ by the government.

a. controlled b. checked c. regulated

1. There was a drop in stock exchange trading volumes means that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. more shares were traded b. many shares went down in value c. fewer shares were traded

1. Another word for “operating costs” is \_\_\_\_\_\_\_\_\_\_\_\_\_.

a. overheads b. headings c. heads

1. The bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my husband's credit card because he didn't pay his credit card bills.

a. reneged b. cancelled c. retracted

1. A cashier's check is a check that's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by a bank.

a. guarantee b. guaranteed c. warrantee

1. Berlin Brothers bought a \_\_\_\_\_\_\_\_\_ shareholding in Anderson Accounting.

a. more-than-half b. biggest c. majority

1. If you've lost your bank card you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a new one.

a. apply/reapply b. fill c. reply

1. A company which makes neither a profit or a loss is said to \_\_\_\_\_\_\_\_\_\_.

a. fall even b. break even c. drop even

1. You don’t have any \_\_\_\_\_\_\_\_\_ in your account

a. fun b. funds c. funding

**PART 3. WRITE “UP” OR ”DOWN” NEXT TO EACH SENTENCE**

1. There was a sizeable drop in share prices
2. Share prices slumped
3. Share prices recovered
4. Share prices hit a new peak
5. Share prices crashed
6. Share prices rocketed
7. Share prices soared
8. Share prices dropped dramatically
9. Share prices ballooned
10. Share prices plummeted

**PART 4. READING COMPREHENSION**

**THE STOCK MARKET**

Stocks are units of ownership in a company. People may buy stocks in many different types of companies. It is called investing. Their hope is that sometime in the future the company may make more money. The stocks would then be worth more money. The stock owner can then sell his stocks at a higher price than he purchased them for.

Companies sell stocks or units of their companies for different reasons. They might want to expand their company and need money to hire more employees. They might need to build a new plant or other building. They might want money to use for research and development of new products or update the old ones. Without investors, those companies probably couldn't grow.

A person who purchases stocks is called a shareholder. He owns a share of the company. If the value of the company's stocks goes up, a person makes a profit. If the value goes down, the shareholder may own stocks worth less than the amount he originally paid. He will have lost money if he decides to sell at that time. Sometimes a person holds onto stocks which have gone down in value to see if the value goes up.

The stock market is like a store for stocks. People can buy and sell shares in a company. They do research and find out how much stocks in a certain company sell for. Also, they try to find out if the company has been continually making money over the last number of years. The purchaser decides how much money he wants to invest and in what company he wants to be a shareholder. The headquarters of the Stock Market in the United States is in New York City. It is often called 'Wall Street' because that is the name of the main street in the financial district of that city.

People who are wise do not invest all their money buying shares in just one company. If an investor has shares in many different companies, he will be able to keep going even if some companies lose money for a short time. He might make a profit on the other companies.

Many people study the stock market constantly. They spend all their time watching the prices of stocks go up and down. Financial advisors earn their living helping people choose stocks to invest in. If they have enough experience, they can tell what stocks might be worth more money in the future. The purchaser pays a fee to the advisor or to the company which owns the stocks. Investing in the stock market always involves a risk to the buyer. Not many stocks stay high all the time.

All companies do not sell stock. Companies run by a single person or a group of people cannot sell shares in their companies. A company which is a corporation is the only type legally allowed to sell stock.

Each shareholder in a company has the right to vote on certain issues which come up. Those who own more shares, of course, will have more say in the outcome of the vote. Most companies have an annual meeting where investors cast ballots. Those who cannot attend can send their decision in by mail.

The terms 'Bear' and 'Bull' are used in describing those who invest in stocks. A 'bearish' person will proceed cautiously in buying stocks because he is concerned that the market might be going down. A 'bullish' person thinks that the market is going to go up in value and buys a lot of that stock. A 'bear' market describes a time when stock prices have been going down. A 'bull' market is one that is seen to be going up.

1. **According to the text above, choose the most appropriate answer for the following questions?**
2. In which of the following cities in the United States is the headquarters of the stock market located?
3. New York
4. Boston
5. Dallas
6. Los Angeles
7. Which of the following are the names given to the two types of stock purchasers?
8. Bulls and Lions
9. Bulls and Bears
10. Bulls and Lambs
11. Tigers and Bulls
12. Which of the following is NOT a reason a company might want to sell stock to investors?
13. They want to hire more employees.
14. They want to create new products.
15. They want to build a warehouse.
16. They want to sell the company.
17. Which of the following people help investors decide on the best stocks to buy?
18. Stock sellers
19. Money Traders
20. Financial Advisors
21. Stock Managers
22. Which of the following is a nickname for the headquarters of the stock market in the United States?
23. Traders Row
24. Business Boulevard
25. The Marketplace
26. Wall Street
27. **Complete the following sentences**
28. Companies sell stocks in order to
29. The wise shareholders always invest in many different companies to be able to
30. Companies run by a single person or a group of people are not allowed
31. Shareholders who own more shares,
32. Shareholders who cannot attend the annual meeting

**PART 5. VOCABULARY**

**Match the words on the left with the definitions on the right**

|  |  |
| --- | --- |
| 1. dividend
 | 1. to guarantee to buy an entire new share issue, if no one else wants it
 |
| 1. to liquidate
 | 1. to sell all the possessions of a bankrupt business
 |
| 1. horizontal integration
 | 1. a security whose owner is not registered with the issuer
 |
| 1. hedging
 | 1. a company that spreads investors’ capital over a variety of securities
 |
| 1. mutual fund
 | 1. to merge with or take over other firms producing the same type of goods or services
 |
| 1. stockbroking
 | 1. buying and selling shares for clients
 |
| 1. insider share-dealing
 | 1. money paid to shareholders
 |
| 1. bearer certificate
 | 1. making contracts to buy or sell a commodity or financial asset at a pre-arranged price in the future as a protection or ‘insurance’ against price changes
 |
| 1. to underwrite
 | 1. to expand into new fields
 |
| 1. to diversify
 | 1. the use of information not known to the public to make a profit out of buying or selling shares
 |

\*\* END OF THE TEST \*\*

*Note: The invigilators are NOT allowed to explain the exam questions*

|  |  |  |
| --- | --- | --- |
|  | **Module outcome(s)** |  |
| **G1.1** | Accumulating and memorizing vocabulary in Banking and Finance | Part 1 |
| **G1.2** | Understanding well enough to read or listen  | Part 2 |
| **G2.1** | Expanding and improving knowledge in Banking and Finance such as stocks, bonds, derivative instruments, mergers and acquisitions. | Part 3 |
| **G3.2** | **Using accurate English terms in Banking and Finance.** | Part 4 |

**Approved**

**PART 2.**

1. C
2. C
3. A
4. C
5. B
6. A
7. A
8. B
9. C
10. A

**PART 3.**

1. UP
2. DOWN
3. UP
4. UP
5. UP
6. DOWN
7. UP
8. DOWN
9. DOWN
10. DOWN

**PART 4.**

1. A
2. C
3. B
4. D
5. C
6. Companies sell stocks in order to expand their company, hire more employees, build a new plant or other building, use money for research and development of new products or update the old ones.
7. The wise shareholders always invest in many different companies to be able to keep going even if some companies lose money for a short time.
8. Companies run by a single person or a group of people are not allowed to sell shares (in their companies).
9. Shareholders who own more shares, (of course,) will have more say in the outcome of the vote.
10. Shareholders who cannot attend the annual meeting can send their decision in by mail.

**PART 5**

1. C
2. I
3. A
4. J
5. H
6. D
7. F
8. G
9. B
10. E

**PART 1.**

1. F
2. F
3. F
4. T
5. T
6. F
7. F
8. T
9. F
10. F

**PART 2.**

1. C
2. C
3. C
4. A
5. B
6. B
7. C
8. A
9. B
10. B

**PART 3.**

1. DOWN
2. DOWN
3. UP
4. UP
5. DOWN
6. UP
7. UP
8. DOWN
9. UP
10. DOWN

**PART 4**

1. A
2. B
3. D
4. C
5. D
6. Companies sell stocks in order to expand their company, hire more employees, build a new plant or other building, use money for research and development of new products or update the old ones.
7. The wise shareholders always invest in many different companies to be able to keep going even if some companies lose money for a short time.
8. Companies run by a single person or a group of people are not allowed to sell shares (in their companies).
9. Shareholders who own more shares, (of course,) will have more say in the outcome of the vote.
10. Shareholders who cannot attend the annual meeting can send their decision in by mail.

**PART 5**

1. G
2. B
3. E
4. H
5. D
6. F
7. J
8. C
9. A
10. I