

Syllabus- English for Finance

Unit		Vocabulary	Reading	Listening	Language focus	Speaking	Writing
1	The organization of the financial industry	Key vocabulary of banking products and services	Regulation and deregulation	The development of the financial industry; Going international	Permission, necessity and prohibition	Role play: Bank account terms and conditions	
2	Telephoning			Arranging meetings; Handling information	Pronouncing the alphabet and saying telephone numbers	Role plays: Arranging meetings, Asking for information	
3	Retail banking	Key vocabulary of retail banking	Commercial and investment banking; The future of bank branches	Retail banking	Likelihood and probability	Role play: Should we invest in our branches?	
4	Business correspondence 1	Email and web addresses			Formal and informal style 1	Email etiquette	Emails
5	Loans and credit	Key vocabulary of loans and credit	Banks and bonds	Lending decisions; Margins	Advising and suggesting	Role plays: Lending decisions, Advising on bank products and services	Email summarizing a meeting
6	Business correspondence 2			A letter of complaint; An angry phone call	Formal and informal style 2		Replying to a letter of complaint; Responding to a phone call; Apologizing

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7	Accounting	Key vocabulary of financial statements and accounting		Types of accounting; Financial statements; Barclays' balance sheet	Talking about figures 1	Role play: Presenting financial statements	
8	Socializing			Greeting people and making introductions; Talking about your career; Saying goodbye	Making small talk and keeping the conversation going	Role plays: Greeting visitors and making small talk, Talking about your career, Saying goodbye	
9	Central banking	Key vocabulary of central banking and monetary policy	The Bank of England	Monetary policy; Saying figures	Talking about figures 2	Central banking decisions	
10	Meetings 1	Key vocabulary of meetings		Chairing a meeting; Interruptions and digressions	Controlling meetings	Role play: A meeting	
11	Financing international trade	Key vocabulary of letters of credit and bills of exchange	How a letter of credit works	Asking for information about bills of exchange	Checking and confirming information	Role play: Clarifying Incoterms	
12	Meetings 2	Word combinations relating to meetings		Concluding a meeting	Asking for and giving opinions, agreeing and disagreeing	Expressing opinions Role play: Outsourcing a call centre	Email summarizing action points

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13	Foreign exchange	Key vocabulary of exchange rates	Exchange rates; Currency trading	Freely floating exchange rates	Describing trends and graphs	Describing a graph	
14	Writing reports 1	Vocabulary to describe reasons, consequences and contrasts	Facts and opinions		Linking words		Findings and recommendations; A report on a trade finance website
15	Stocks and shares	Key vocabulary of the stock market	Why stock markets matter	A financial market report	Understanding market reports	Describing and drawing a graph; Discussing a portfolio	
16	Writing reports 2		Head office relocation	Catering choices; Health and leisure needs	Style and tone		A report on facilities in the new head office
17	Mergers and acquisitions	Key vocabulary of mergers, takeovers and buyouts	Mergers, takeovers and buyouts	The role of banks	Cause and effect	Describing cause and effect Role play: A takeover bid	Summarizing a meeting
18	Negotiating 1		Learn to Love Negotiating	Conditional offers; Should we grant this loan?	Making proposals, counter-proposals and conditional offers	Role plays: Making proposals and conditional offers, Negotiating a loan	Summarizing a negotiation

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19	Derivatives	Key vocabulary of derivatives	Derivatives; An investment 'time bomb'	Derivatives	Clarifying, summarizing and paraphrasing	Defending or criticizing derivatives	
20	Negotiating 2			Concluding an unsuccessful negotiation; Concluding a successful negotiation; Saturday opening	Dealing with conflict	Role play: Negotiating Saturday opening	
21	Asset management	Key vocabulary of asset management and allocation	Fund management	Asset management and allocation; Investment styles	Using diplomatic language	Role play: Disagreeing diplomatically	Email summarizing a meeting; A letter of complaint
22	Presentations 1		Learning styles	The introduction	Visual aids	Preparing an introduction	
23	Regulating the financial sector		Conflicts of interest	The FSA; Conflicts of interest	Word formation	Ethical choices	
24	Presentations 2			Parts of a presentation; The end of a presentation	Dealing with questions and troubleshooting	Beginning and ending the parts of a presentation; The ending of a presentation; A complete presentation	

File cards
Tapescripts
Word list