

ỦY BAN NHÂN DÂN THÀNH PHỐ HỒ CHÍ MINH
TRƯỜNG CAO ĐẲNG BÁCH KHOA NAM SÀI GÒN

GIÁO TRÌNH

MÔN HỌC/MÔ ĐUN: ANH VĂN CHUYÊN NGÀNH TÀI CHÍNH NGÂN HÀNG
NGÀNH/NGHỀ: TIẾNG ANH
TRÌNH ĐỘ: CAO ĐẲNG

*Ban hành kèm theo Quyết định số: /QĐ-... ngàytháng.... năm.....
của*

Thành phố Hồ Chí Minh, 2021

TUYÊN BỐ BẢN QUYỀN

Tài liệu này thuộc loại sách giáo trình nên các nguồn thông tin có thể được phép dùng nguyên bản hoặc trích dùng cho các mục đích về đào tạo và tham khảo.

Mọi mục đích khác mang tính lệch lạc hoặc sử dụng với mục đích kinh doanh thiếu lành mạnh sẽ bị nghiêm cấm.

LỜI GIỚI THIỆU

Tài chính – Ngân hàng (Finance and Banking) là ngành học về tài chính, làm việc với tiền tệ. Trong khi đó tiền tệ lại đóng vai trò quan trọng trong phát triển kinh tế của đất nước, luân chuyển tiền tệ được so sánh như mạch máu trong cơ thể, đảm bảo sự sống và các hoạt động của toàn bộ hệ thống khác. Đây là ngành học quan trọng và cần thiết cho sự phát triển của đất nước. Để thành công trong ngành Tài chính - Ngân hàng hiện nay, ngoài các kiến thức, kỹ năng chuyên ngành, thì việc sử dụng thành thạo ngoại ngữ, nhất là Tiếng Anh, là một điều vô cùng cần thiết. Do đó, môn Tiếng Anh Chuyên ngành Tài chính - Ngân hàng đã trở thành một môn học không thể thiếu trong chương trình đào tạo cho sinh viên chuyên ngành.

Môn học Tiếng Anh Chuyên ngành Tài chính - Ngân hàng nhằm trang bị cho học sinh, sinh viên những kiến thức và kỹ năng cơ bản về giao tiếp bằng tiếng Anh, những từ vựng chuyên ngành trong môi trường tài chính - tiền tệ. Bên cạnh đó, quyền giáo trình này tập hợp có hệ thống các kỹ năng, tri thức cơ bản cho người học có thể giao tiếp bằng tiếng Anh trong các chủ đề liên quan đến thương mại một cách vững vàng.

Đây là quyền giáo trình lưu hành nội bộ, để giảng dạy môn học Tiếng Anh Chuyên ngành Tài chính - Ngân hàng cho sinh viên khoa Ngoại Ngữ của Trường Cao Đẳng Bách Khoa Nam Sài Gòn. Lần đầu tiên biên soạn, do thời gian có hạn chắc chắn quyền sách sẽ không tránh khỏi những thiếu sót. Rất mong nhận được sự đóng góp ý kiến của bạn đọc và các học viên để quyền giáo trình Tiếng Anh Chuyên ngành Tài chính - Ngân hàng ngày càng được hoàn thiện hơn.

TP, Hồ Chí Minh, ngày 31 tháng 8 năm 2021

Nhóm biên soạn

1. ThS Dương Thị Thu Hải
2. Ms. Đoàn Thị Ngọc Tuyên

MỤC LỤC

	TRANG
1. Lời giới thiệu	02
2. Mục lục	03
3. Chương trình môn học	05
4. Nội dung của môn học-modul	
<i>Chapter I: Basic Terms</i>	08
<i>Unit 1: Money and Income</i>	
<i>Unit 2: Business finance</i>	12
<i>Chapter II: Money and Banking</i>	
<i>Unit 3: Personal banking</i>	15
<i>Unit 4: Commercial and Retail banking</i>	19
<i>Unit 5: Financial Institution</i>	22
<i>Unit 6: Investment banking</i>	26
<i>Unit 7: Central banking</i>	30
<i>Unit 8: Interest rates</i>	33
<i>Unit 9: Islamic banking</i>	36
<i>Unit 10: Money supply and Control</i>	39
<i>Chapter III: Cooperate Finance</i>	42
<i>Unit 11: Venture capital</i>	
<i>Unit 12: Stocks and Shares 1</i>	45
<i>Unit 13: Stocks and Shares 2</i>	48
<i>Unit 14: Shareholders</i>	51
Tài liệu tham khảo	54

GIÁO TRÌNH MÔN HỌC/MÔ ĐUN

Tên môn học/mô đun: TIẾNG ANH CHUYÊN NGÀNH TÀI CHÍNH NGÂN HÀNG

Mã môn học/mô đun: MH32

Vị trí, tính chất, ý nghĩa và vai trò của môn học/mô đun:

- Vị trí: Học phần này học phần tự chọn liên quan đến chuyên ngành đào tạo. Học phần này được học trong học kỳ 4 của chương trình học.
- Tính chất: Học phần sẽ cung cấp cho sinh viên các kiến thức tiếng anh cơ bản về lĩnh vực tài chính ngân hàng như Ngân hàng cá nhân (personal banking), Ngân hàng thương mại (Commercial and retail banking), Ngân hàng trung ương (central bank), ngân hàng đầu tư (investment bank), Ngân hàng Hồi giáo (Islamic bank), lãi suất (Interest rate) cũng như các chủ đề về tài chính như Cổ đông và Cổ phiếu (stocks and shares), Trái phiếu (bonds) và các vụ sáp nhập cũng như thu tóm của các công ty (merger and takeover).
- Ý nghĩa và vai trò của môn học/mô đun: môn học thiết thực, cần thiết cho SV, cung cấp những kiến thức và từ ngữ chuyên ngành cơ bản của ngành Tài Chính.

Mục tiêu của môn học/mô đun:

- Về kiến thức:
 - + Nhắc lại được các thuật ngữ liên quan đến lĩnh vực tài chính ngân hàng bằng Tiếng Anh về các chủ đề: Ngân hàng cá nhân (personal banking), Ngân hàng thương mại (Commercial and retail banking), Ngân hàng trung ương (central bank), ngân hàng đầu tư (investment bank), Ngân hàng hồi giáo (Islamic bank), lãi suất (Interest rate) cũng như các chủ đề về tài chính như Cổ đông và Cổ phiếu (stocks and shares), Trái phiếu (bonds).
 - + Trình bày khái niệm của thuật ngữ chuyên ngành liên quan đến các chủ đề bài học bằng Tiếng Anh.
- Về kỹ năng:
 - + Tóm tắt được nội dung chính của bài đọc chuyên ngành.
 - + Phân biệt được sự khác nhau về một số khái niệm liên quan đến lĩnh vực tài chính và ngân hàng trong nội dung bài học.
 - + Sử dụng được từ điển chuyên ngành để tra cứu thông tin.
 - + Nghe hiểu được các đoạn đối thoại (dialogues), độc thoại (monologues), bài nói (talks) khoảng 100 từ trở lên về những chủ đề liên quan, hiểu được ý chính của bài.
- Về năng lực tự chủ và trách nhiệm:
 - + Nghiêm túc, chủ động, tích cực trong học tập, tham gia các hoạt động cặp, nhóm và tự học theo yêu cầu và sự hướng dẫn của giáo viên.
 - + Có thói quen ghi chú và ghi nhớ từ vựng, sử dụng được từ điển và các nguồn tham khảo khác trong học tập.

Nội dung của môn học/mô đun:

Chapter I: Basic Terms

Unit 1: Money And Income

- A. Currency
- B. Personal Finance
- C. Practice

Unit 2: Business Finance

- A. Capital
- B. Revenue
- C. Financial Statements
- D. Practice

Chapter II: Banking

Unit 3: Personal Banking

- A. Current Accounts
- B. Banking Products And Services
- C. e-Banking
- D. Practice

Unit 4: Commercial And Retail Banking

- A. Commercial And Retail Banks
- B. Credit
- C. Loans And Risks
- D. Practice

Unit 5: Financial Institutions

- A. Types Of Financial Institution
- B. Deregulation
- C. Specialized Banks
- D. Practice

Unit 6: Investment Banking

- A. Raising Capital
- B. Mergers And Acquisitions
- C. Consulting And Research
- D. Practice

Unit 7: Central Banking

- A. The Functions Of Central Banks
- B. The Central Bank And The Commercial Banks
- C. Central Banks And Exchange Rates
- D. Practice

Unit 8: Interest Rates

- A. Interest Rates And Monetary Policy
- B. Different Interest Rates
- C. Practice

Unit 9: Islamic Banking

- A. Interest-Free Banking
- B. Types Of Accounts

C. Practice

Unit 10: Money Supply And Control

A. Measuring Money

B. Changing The Money Supply

C. Monetarism

D. Practice

Chapter III: Corporate Finance

Unit 11: Venture Capital

A. Raising Capital

B. Return On Capital

C. Practice

Unit 12: Stocks And Shares 1

A. Stocks, Shares And Equities

B. Going Public

C. Ordinary And Preference Shares

D. Practice

Unit 13: Stocks And Shares 2

A. Buying And Selling Shares

B. New Share Issues

C. Categories Of Stocks And Shares

Unit 14: Shareholders

A. Investors

B. Dividends And Capital Gains

C. Speculators

D. Practice

Chapter I: Basic terms

Unit 1: MONEY AND INCOME

A- CURRENCY

The money used in a country - euros, dollars, yen, etc.- is its **currency**. Money in **notes (banknotes)** and **coins** is called **cash**. Most money, however, consists of **bank deposits**: money that people and organizations have in bank accounts. Most of this is on paper - existing in theory only - and only about ten per cent of it exists in the form of cash in the bank.

BrE: note or banknote; AmE: bill

B-PERSONAL FINANCE

All the money a person receives or **earns** as payment is his or her **income**. This can include:

- **a salary**: money paid monthly by an employer, or wages: money paid by the day or the hour, usually received weekly
- **overtime**: money received for working extra hours
- **commission**: money paid to salespeople and agents - a certain percentage of the income the employee generates
- **a bonus**: extra money given for meeting a target or for good financial results
- **fees**: money paid to professional people such as lawyers and architects
- **social security**: money paid by the government to unemployed and sick people
- **a pension**: money paid by a company or the government to a retired person.

Salaries and wages are often paid after deductions such as social security charges and pension contributions.

Amounts of money that people have to **spend** regularly are **outgoings**. These often include:

- **living expenses**: money spent on everyday needs such as food, clothes and public transport
- **bills**: requests for the payment of money owed for services such as electricity, gas and telephone connections
- **rent**: the money paid for the use of a house or flat
- **a mortgage**: repayments of money borrowed to buy a house or flat
- **health insurance**: financial protection against medical expenses for sickness or accidental injuries
- **tax**: money paid to finance government spending.

A financial plan, showing how much money a person or organization expects to earn and spend is called **a budget**.

BrE: social security; AmE: welfare
BrE: flat; AmE: apartment

Planned monthly budget for next year (€)			
Income		Outgoings	
Salary (after deductions)	3,250	Rent	900
Commission (average)	600	Bills	250
		Living expenses	1,200
		Health insurance	130
		Tax	800
Total	3,850	Total	3,280

C-PRACTICE TEST

1.1 Complete the sentences with words from the box. Look at A and B opposite to help you.

commission	overtime	bonus	pension	rent	earn
social security	salary	mortgage	currency	tax	

- After I lost my job, I was living on _____ for three months. This was difficult, because the amount was much lower than the _____ I had before.
- I used to work as a salesperson, but I wasn't very successful, so I didn't _____ much _____.
- If the company makes 10% more than last year, we'll all get a _____ at the end of the year.
- It'll take me at least 25 years to repay the _____ on my house.
- Many European countries now have the same _____, the euro.
- My wages aren't very good, so I do a lot of _____.
- Nearly 40% of everything I earn goes to the government as _____.
- The owner has just increased the _____ on our flat by 1.5%.
- When I retire, my _____ will be 60% of my final salary.

1.2 Are the following statements true or false? Find reasons for your answers in A and B opposite.

1. *Bank deposits are not classified as money.*
2. *People earning wages get paid more often than people earning a salary.*
3. *People working on commission always get paid the same amount.*
4. *When you stop working at the end of your career, you receive a pension.*
5. *Most people pay a rent and a mortgage.*

Over to you

Do you know what the average income is in your country, and in your job, or the one you are studying for? How important is salary in your choice of career?

UNIT 2: BUSINESS FINANCE

A- CAPITAL

When people want to **set up** or start a company, they need money, called **capital**. Companies can borrow this money, called a **loan**, from banks. The loan must be paid back with **interest**: the amount paid to borrow the money. Capital can also come from issuing shares or **equities** - certificates representing units of ownership of a company. The people who **invest** money in shares are called **shareholders** and they own part of the company. The money they provide is known as **share capital**. Individuals and financial institutions, called **investors**, can also **lend** money to companies by buying bonds - loans that pay interest and are repaid at a fixed future date.

Money that is owed - that will have to be paid - to other people or businesses is a **debt**. In accounting, companies' debts are usually called **liabilities**. Long-term liabilities include bonds; short-term liabilities include debts to suppliers who provide goods or services **on credit** - that will be paid for later.

The money that a business uses for everyday expenses or has available for spending is called working **capital** or **funds**.

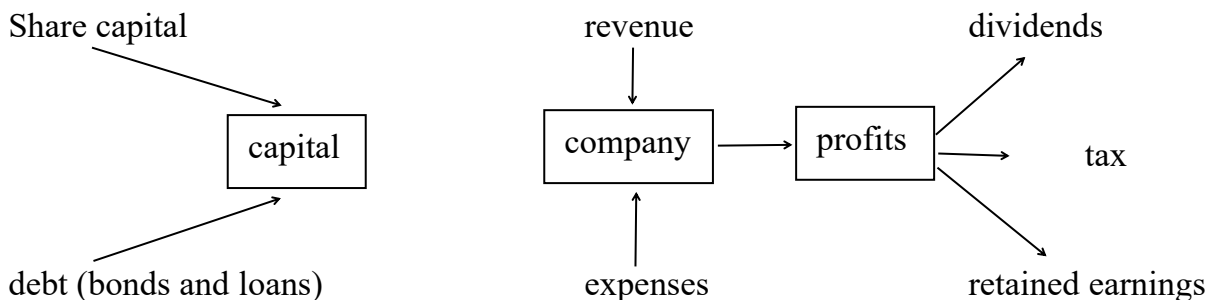
BrE: shares; AmE: stocks

BrE: shareholders; AmE: stockholders

B- REVENUE

All the money coming into a company during a given period is **revenue**. Revenue minus the cost of sales and operating **expenses**, such as rent and salaries, is known as **profit**, **earnings** or **net income**. The part of its profit that a company pays to its shareholders is a **dividend**.

Companies pay a proportion of their profits to the government as **tax**, to finance government spending. They also **retain**, or keep, some of their earnings for future use.



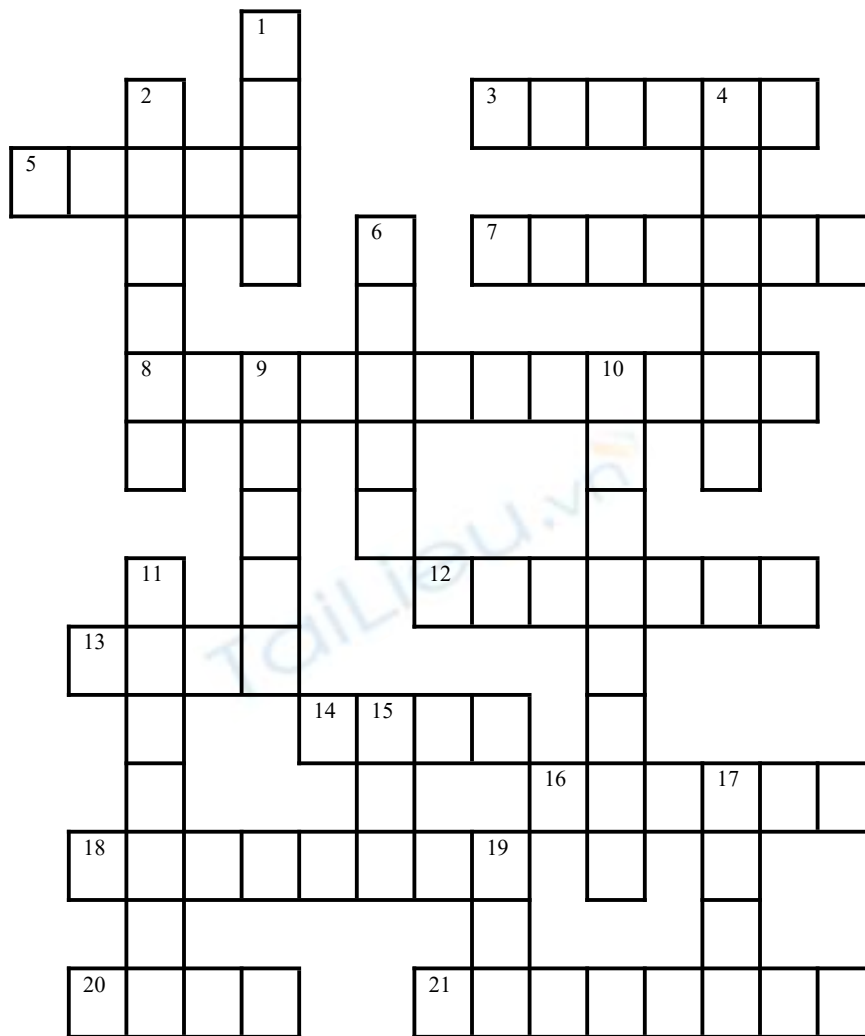
C- FINANCIAL STATEMENTS

Companies give information about their financial situation in **financial statements**. The **balance sheet** shows the company's **assets** - the things it owns; its liabilities - the money it owes, and its capital. The **profit and loss account** shows the company's revenue and expenses during a particular period, such as three months or a year.

BrE: profit and loss account; AmE: income statement

D- PRACTICE

2.1 Complete the crossword. Look at A, B and C opposite to help you.



Across →

3. Small companies often try to get bank loans when they need to _____ money. (6)
4. We don't have sufficient _____ to build a completely new factory. (5)
- 7 and 6 down: Details of a company's liabilities are shown on the _____. (7,5)
8. We're going to raise more money by selling new shares to our existing _____. (12)
12. We had to raise \$50,000 _____ in order to start the business. (7)
13. We're going to pay back some of the people who lent us money, and reduce our _____. (4)
14. I decided to buy a \$10,000 _____ instead of shares, as it's probably safer.
16. Another term for profit is net _____. (6)
18. I think this is a good investment: it pays 8% _____. (8)
20. When they saw our financial statements, the bank refused to _____ us any more money. (4)

21. Profit is the difference between revenue and _____. (8)

Down ↓

1. The profit and _____ account shows if a company is receiving more money than it's spending. (4)

2. If you don't like taking risks, you should only _____ in very successful companies. (6)

4. A company's retained earnings belongs to its _____. (6)

6. See **7 across**.

9. Anything a company uses to produce goods or services is an _____. (5)

10. The company made such a big profit, I expected a higher _____. (8)

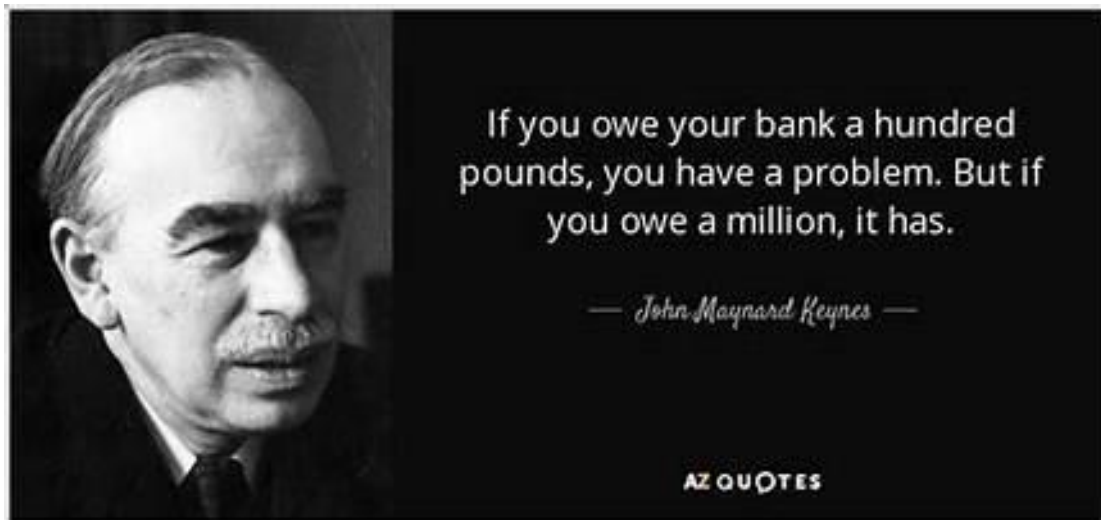
11. We sold a lot more last year, so our _____ went up. (7)

15. We _____ our suppliers \$100,000 for goods bought on credit. (3)

17. Everyone who buys a share _____ part of the company. (4)

19. Thirty per cent of our profits goes straight to the government in _____. (3)

Chapter II: Money and banking



UNIT 3: PERSONAL BANKING

A. CURRENT ACCOUNTS

A current account is an account which allows customers to take out or **withdraw** money, with no restrictions. Money in the account does not usually earn a high rate of **interest**: the bank does not pay much for borrowing your money. However, many people also have a **savings account** or **deposit account** which pays more interest but has restrictions on when you can withdraw your money. Banks usually send monthly **statements** listing recent sums of money going out, called **debits**, and sums of money coming in, called **credits**.

Nearly all customers have a debit card allowing them to make withdrawals and do other transactions at **cash dispensers**. Most customers have a credit card which can be used for buying goods and services as well as for borrowing money. In some countries, people pay bills with **cheques**. In other countries, banks don't issue chequebooks and people pay bills by **bank transfer**. These include **standing orders**, which are used to pay regular fixed sums of money, and **direct debits**, which are used when the amount and payment date varies.

BrE: current account: AmE: checking account

BrE: cash dispenser, cash machine; AmE: ATM (Automated Teller Machine)

BrE: cheque; AmE: check

B. BANKING PRODUCTS AND SERVICES

Commercial banks offer **loans** - fixed sums of money that are lent for a fixed period (e.g. two years). They also offer **overdrafts**, which allow customers to **overdraw** an account - they can have a debt, up to an agreed limit, on which interest is calculated daily. This is cheaper than a loan if, for example, you only need to overdraw for a short period. Banks also offer **mortgages** to people who want to buy a place to live.

These are long-term loans on which the property acts as **collateral** or a guarantee for the bank. If the

borrower doesn't repay the mortgage, the bank can **repossess** the house or flat - the bank takes it back from the buyer, and sells it.

Banks exchange **foreign currency** for people going abroad, and sell **traveller's cheques** which are protected against loss or theft. They also offer advice about **investments** and **private pension plans** - saving money for when you retire from work. Increasingly, banks also try to sell insurance products to their customers.



BrE: traveller's cheque; AmE: traveler's check

c. E-BANKING

In the 1990s, many commercial banks thought the future would be in **telephone banking** and **internet banking** or **e-banking**. But they discovered that most of their customers preferred to go to **branches** – local offices of the bank - especially ones that had longer opening hours, and which were conveniently situated in shopping centres.

BrE: shopping centre; AmE: shopping mall

D-PRACTICE

3.1 Complete the advertisement with words from the box. Look at A and B opposite to help you.

credit card

current accounts

debit card

direct debit

statements

foreign currency

savings accounts

standing order

traveller's cheques



Calling all students!

ABC Bank now offers 1% interest on (1)_____ and 2.5% on (2)_____. We will give you a chequebook and plastic: a free (3)_____ for use in cash dispensers, and the possibility to apply for a (4)_____. You can pay fixed monthly bills by (5)_____, and other bills by (6)_____. There are no account charges as long as you remain in credit, and we send you free monthly (7)_____. We can also sell you (8)_____ for your next holiday, or (9)_____ for greater security. What are you waiting for? Call us today.

3.2 Find words in B opposite with the following meanings.

1. What you can earn when you leave your money in the bank
2. An amount of money borrowed from a bank for a certain length of time, usually for a specific purpose
3. Something that acts as a security or a guarantee for a debt
4. An arrangement to withdraw more money from a bank account than you have placed in it

5. A long-term loan to buy somewhere to live
6. An arrangement for saving money to give you an income when you stop working
7. To take back property that has not been completely paid for

3.3 *Are the following statements true or false? Find reasons for your answers in A, B and C opposite.*

1. Current accounts pay more interest than savings accounts.
2. There is less risk for a bank with a mortgage than with unsecured loans without collateral.
3. Traveller's cheques are safer for tourists than carrying foreign currency.
4. The majority of customers prefer to do their personal banking at the bank.
5. Bank branches are now all in shopping centres.

Over to you

Do you prefer to go to the local branch of your bank, or to use the internet or the telephone? Why? Why do you think most customers still prefer to go to the bank?

Unit 4: COMMERCIAL AND RETAIL BANKING

A. COMMERCIAL AND RETAIL BANKS

When people have more money than they need to spend, they may choose to save it. They deposit it in a bank account, at a commercial or retail bank, and the bank generally pays interest to the depositors. The bank then uses the money that has been deposited to grant loans - lend money to borrowers who need more money than they have available. Banks make a profit by charging a higher rate of interest to borrowers than they pay to depositors.

Commercial banks can also move or transfer money from one customer's bank account to another one at the same or another bank, when the customer asks them to.

B. CREDIT

Banks also create credit - make money available for someone to borrow - because the money they lend, from their deposits, is usually spent and so transferred to another bank account.

The capital a bank has and the loans it has made are its assets. The customers' deposits are liabilities because the money is owed to someone else. Banks have to keep a certain percentage of their assets as reserves for borrowers who want to withdraw their money. This is known as the reserve requirement. For example, if the reserve requirement is 10%, a bank that receives a € 100 deposit can lend €90 of it. If the borrower spends the money and writes a cheque to someone who deposits the € 90, the bank receiving that deposit can lend €81. As the process continues, the banking system can expand the first deposit of € 100 into nearly €1,000. In this way, it creates credit of almost €900.

c. LOANS AND RISKS

Before lending money, a bank has to assess or calculate the risk involved. Generally, the greater the risk for the bank of not being repaid, the higher the

interest rate they charge. Most retail banks have standardized products for personal customers, such as personal loans. This means that all customers who have been granted a loan have the same terms and conditions - they have the same rules for paying back the money.

Banks have more complicated risk assessment methods for corporate customers – business clients - but large companies these days prefer to raise their own finance rather than borrow from banks. Banks have to find a balance between liquidity - having cash available when depositors want it - and different maturities - dates when loans will be repaid. They also have to balance yield - how much money a loan pays - and risk.

D - PRACTICE:

4.1 Complete the sentences from banks' websites. Look at A and opposite to help you.

1 If you need instant access to all your money, this is the _____ for you.

2 Our products for _____ include business
3 overdrafts, loan repayments that reflect your cash flow, and
commercial mortgages.

4 Our local branch managers are encouraged to help local
businesses and are authorized to _____ and
overdrafts.

We offer standardized loans: you can be sure you won't get less
favourable terms and _____ than our other _____.

4.2 Match the two parts of the sentences. Look at A, B and C opposite to help you.

- 1) Banks lend savers' deposits
- 2) They also create credit by
- 3) How much credit banks can create

- 4) Before lending money,
 - 5) The interest rate on a loan
 - 6) Banks always need liquidity,
- a) banks have to assess the risk involved.
 - b) depends on the reserve requirements.
 - c) depends on how risky it is for the bank to lend the money.
 - d) so they can't lend all their money in loans with long maturities.
 - e) lending the same original deposit several times.
 - f) to people who need to borrow money,

4.3 Find verbs in A, B and C opposite that can be used to make word combinations with the nouns below. Then use some of the verbs to complete the sentences.

interest

money

risks

1. With standardized products, all customers are _____ the same interest rate.
2. Banks generally know from experience how much cash to keep in their reserves for customers who want to _____ it.
3. Banks carefully study the financial situation of a company to _____ the risk involved in lending it money.

Over to you

Look at some commercial bank websites from your country. Which bank offers the best rates to borrowers and lenders?