

English for the Financial Sector

Student's Book

Ian MacKenzie



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Introduction

English for the Financial Sector is a course for business students and people working in the financial industry with an intermediate or upper-intermediate level of English.

The course **aims** to:

- explain the basic concepts of most areas of finance
- build your financial vocabulary through reading, listening and discussion
- develop your comprehension of financial texts
- develop your listening skills in financial English
- improve your speaking skills through discussion, case studies and role plays
- develop your business communication proficiency by increasing your confidence and fluency in a range of skills
- practise specific language functions such as advising, suggesting, agreeing and disagreeing, clarifying, reviewing, and summarizing.

The course consists of **24 units**.

The **odd-numbered units** cover a particular area of finance, such as retail banking, investment banking, trade finance, asset management and accounting. They include authentic interviews with people working in finance, authentic business reading texts, and comprehension, vocabulary and discussion activities.

The **even-numbered units** practise business communication skills – telephoning, socializing, participating in meetings, writing letters, emails and reports, negotiating, and making presentations – in a financial context.

Each unit has a **Language focus** section looking at a specific language area and **Practice** activities using realistic situations from the financial industry.

The listening material includes British, American, European and Indian speakers. Tapescripts of all the listening material are included at the end of the book.

If you are still studying business or finance, you may learn new financial concepts from this book. If you are already working in finance, you will be able to use your knowledge and experience in the activities and exercises in this course.

You will probably be using this book in a class with a teacher. If so, try to participate as much as possible in the pair work and group activities, as this will increase the time you spend practising speaking, and so improve your fluency and confidence.

I hope you enjoy using this book.