



# *PERSONAL FINANCE*

*Pages 33-46*

# Discuss.

- *What comes to your mind when you hear the word 'finance'?*
- *What personal finance decisions have you made recently?*
- *How could children learn about finance in school?*
- *Are you good at saving and sticking to budgets?*





*LEND* vs. *BORROW*



***LEND***

**to give  
something to  
somebody**

Would you lend  
*me* a pen?

Would you lend  
a pen ***to*** me?



***BORROW***

**to take  
something from  
somebody**

Peter borrowed  
\$50 ***from***  
George.

Fill in the blanks with the correct forms of verbs lend and borrow.

- Could you lend me some money, please?
- Could I borrow your pen?
- Students can borrow books from our library.
- Librarians lent many books to students last week.

# *Debit vs. credit card*

## Debit card

uses money directly from your bank account to pay for a purchase

money taken in real time

## Credit card

borrow money from the bank to pay for a purchase

you will pay the bill at a later date

A. Choose the correct words.

Page 33  
in the  
handout

 Grimleys Bank

## Open an account today!

Open an account with Grimleys Bank, and start benefiting from our great <sup>1</sup> rates / levels of interest and <sup>2</sup> small / low charges. With over 3,000 <sup>3</sup> branches / outlets, you'll never be far from us, and unlike many other <sup>4</sup> high street / town centre banks, we're open all day on Saturdays.

Grimleys customers can <sup>5</sup> take money / make withdrawals from more than a million <sup>6</sup> cash dispensers / money machines worldwide, and of course you'll receive a <sup>7</sup> cheque book / book of cheques and a <sup>8</sup> paying card / debit card within a few days of opening your account.

Computer-users may be interested in our e-account - all the benefits of a regular Grimley's <sup>9</sup> current / day-to-day account, with the added convenience of being able to view your <sup>10</sup> lists / statements and <sup>11</sup> make / do payments online.

Whether you're opening your first current account, <sup>12</sup> switching / changing from another bank or simply want to take advantage of our <sup>13</sup> range / variety of savings accounts, you'll be glad you chose Grimleys - the bank that always <sup>14</sup> makes / puts the customer first.

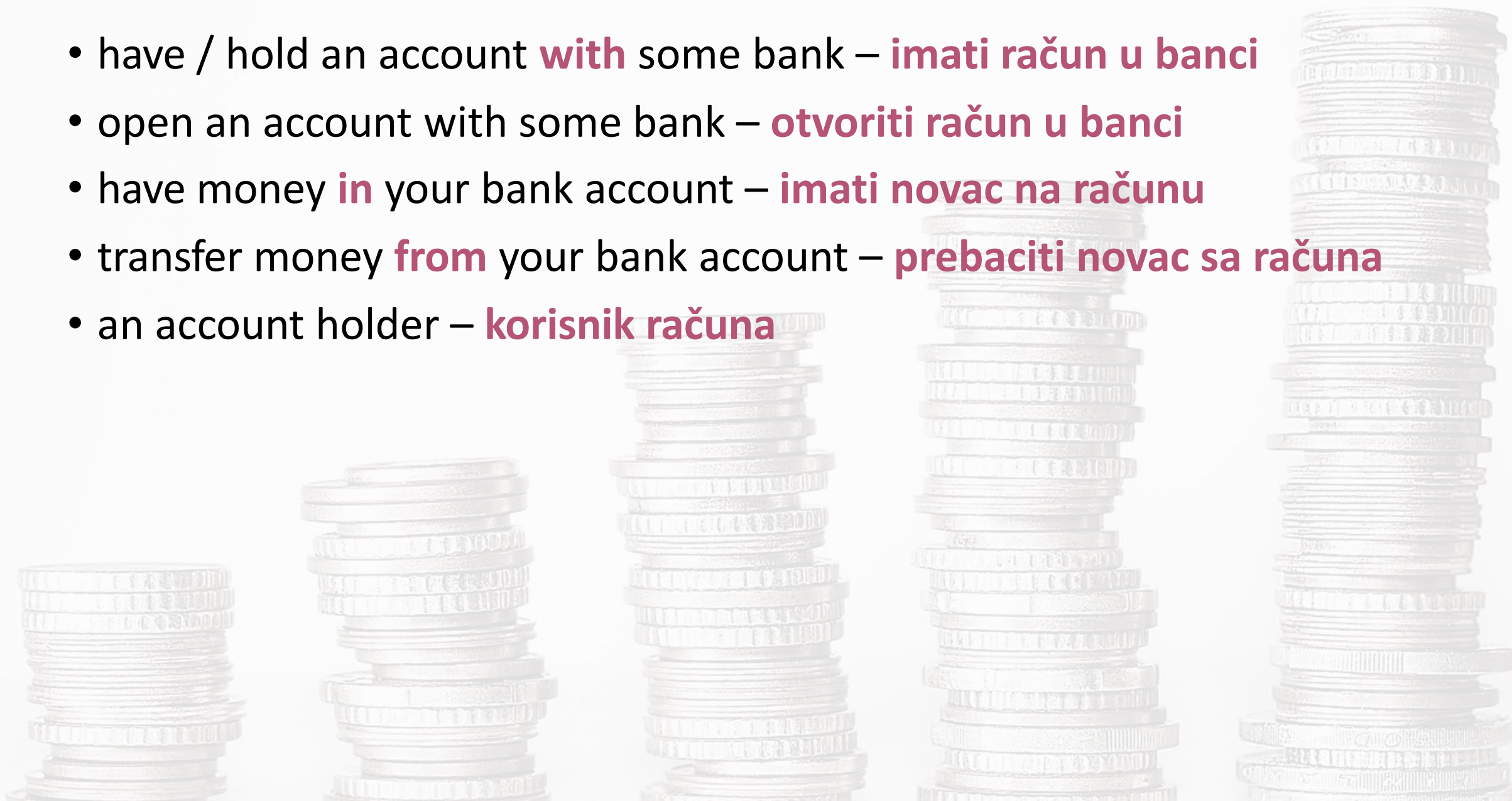


- rate of interest = interest rate – **kamatna stopa**
- low charges – **niski troškovi**
- branches – **filijale**
- high street bank – **a bank that provides services to ordinary people, not to businesses, and that has many local offices**
- make withdrawals = withdraw (money) – **podići novac**
- cash dispenser = ATM (Automated Teller Machine) = cash machine = hole-in-the-wall – **bankomat**
- cheque book – **čekovna knjižica**
- current account – **tekući račun**
- bank statement – **izveštaj iz banke**





- have / hold an account **with** some bank – **imati račun u banci**
- open an account with some bank – **otvoriti račun u banci**
- have money **in** your bank account – **imati novac na računu**
- transfer money **from** your bank account – **prebaciti novac sa računa**
- an account holder – **korisnik računa**



## B. Match the method of payment with the definition.

1. Credit card **e**
  2. Debit card **c**
  3. Charge card **b**  
Tarifna kartica
  4. Cheque **a**
  5. Traveller's cheque **d**  
Putnički ček
  6. Charge account **f**  
Dozvola za kupovinu na kredit
- a. A piece of paper which transfers money from your account to somebody else's account.
  - b. Similar to a credit card, but usually operated by a chain of shops or other retailer. **and doesn't come with a spending limit.**
  - c. The money is deducted from your bank account almost immediately.
  - d. These can be exchanged for foreign currency, or in some cases used instead of cash.
  - e. You owe the card provider money. You can pay it back in one instalment, or over a longer period if you wish.
  - f. You owe the retailer money.

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**pay by/in**  
**installments –**  
**plaćati na rate**

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# Page 34 - key

- 1 – c – transactions – **transakcije**
- 2 – a – overdraft – **prekoračenje – to run an overdraft**
- 3 – c – authorized (overdrafts) – **dozvoljeno prekoračenje**
- 4 – b – in
- 5 – b – apply
- 6 – a – receipt
- 7 – c – identification
- 8 – c – enter
- 9 – b – joint account – **zajednički račun**
- 10 – a – holders
- 11 – c – subject to status
- 12 – a – close – **zatvoriti / ugasiti račun**

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**A. Match the formal phrases on the left with the informal phrases on the right.**

1. I deposited some money. **b**

2. I withdrew some money. **e**

3. The funds have been transferred. **a**

4. My account is overdrawn. **f**

5. It's paid by standing order. **c**  
**trajni nalog**

6. My account was debited. **i**

7. My account was credited. **h**

8. I used an ATM. **d**

9. I made a balance enquiry. **g**  
**upit o stanju**

a. The money's been sent.

b. I paid in some money.

c. It goes out of my account every month.

d. I went to a cashpoint.

e. I took out some money.

f. I'm in the red.

g. I checked my balance.

h. It went into my account.

i. It went out of my account.



# MONEY IDIOMS

FEDERAL RESERVE  
KG 47

*Fill in the blanks with the appropriate idioms and then explain their meanings.*

**making ends meet**    **in the black**    **dirt cheap**    **in the red**  
**breaking the bank**    **costs an arm and a leg**    **tighten his belt**

- 1) George was stolen half of his allowance yesterday. He has to \_\_\_\_\_ for the rest of the month.
- 2) I paid \$5 for this jacket in a thrift store. It was \_\_\_\_\_.
- 3) Spending a month in Hawaii is impossible without \_\_\_\_\_.
- 4) A villa by the sea in Nice \_\_\_\_\_.
- 5) Startups begin operating \_\_\_\_\_ and it takes several years before they are finally \_\_\_\_\_.
- 6) We had hard time \_\_\_\_\_ in the months after dad lost his job.

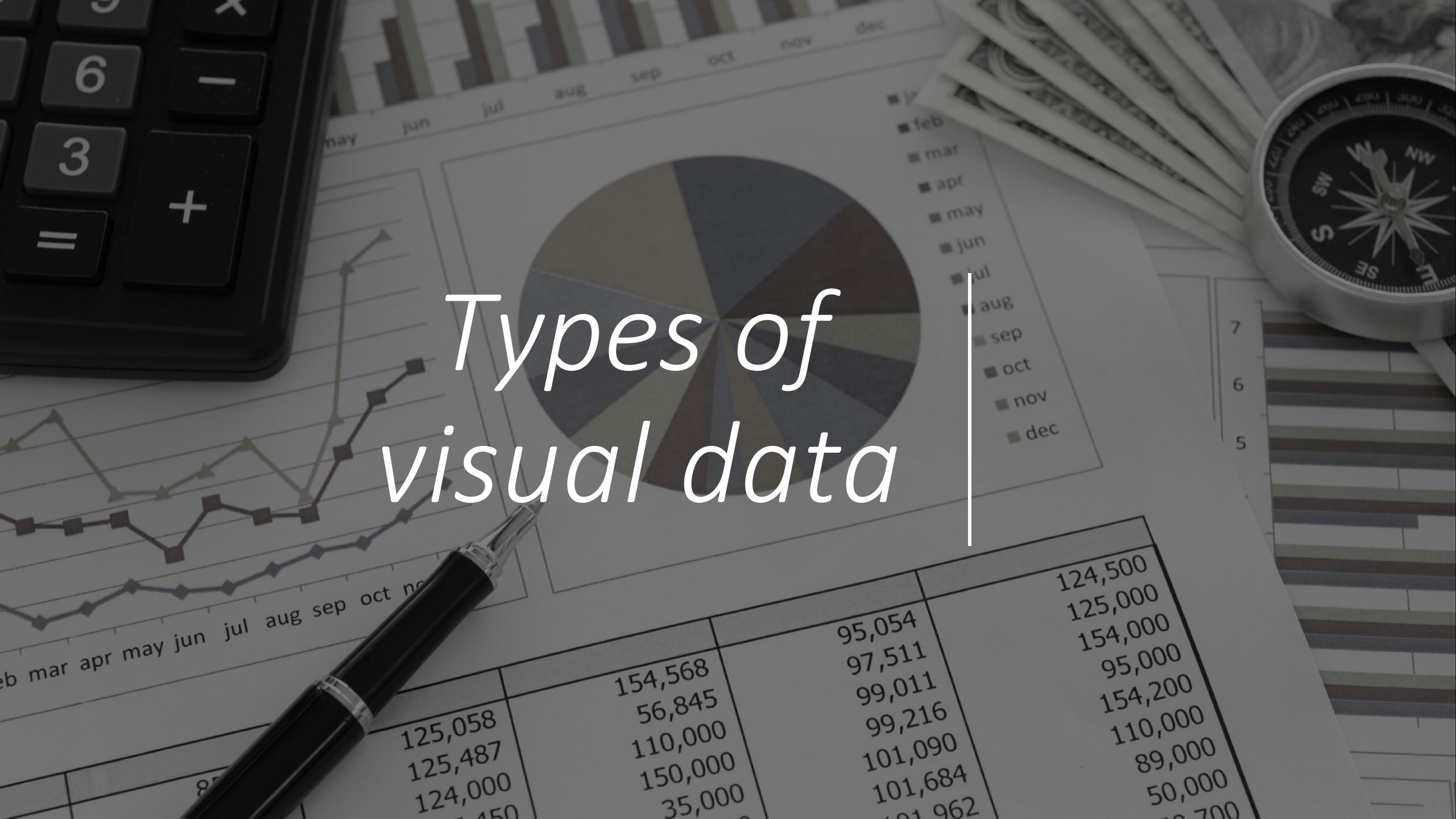


The background of the slide features four vertical stacks of coins, likely Euro coins, arranged from left to right in increasing order of height. The stacks are rendered in a light, semi-transparent grey color. The first stack on the left is the shortest, followed by a medium-height stack, a taller stack, and the tallest stack on the far right. The coins are stacked neatly, showing their edges and some details of their design.

# *Describing visual data*

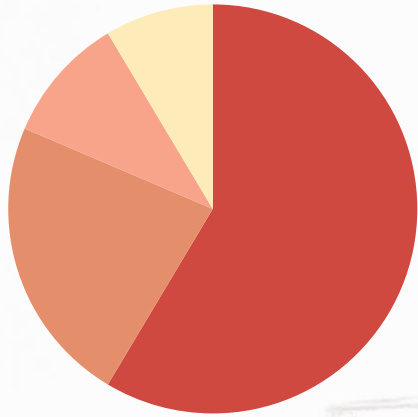
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# *Types of visual data*

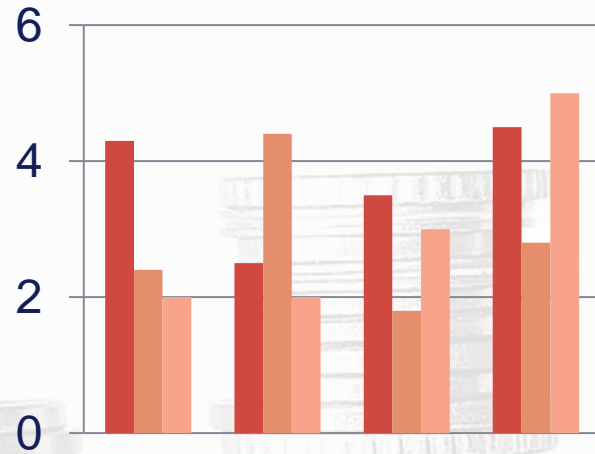


125,058	154,568	95,054	124,500
125,487	56,845	97,511	125,000
124,000	110,000	99,011	154,000
1450	150,000	99,216	95,000
	35,000	101,090	154,200
		101,684	110,000
		101,962	89,000
			50,000
			10,700

# Visual data



**Pie chart**



**Bar chart**



**Line graph**



*Describing trends*

## Describing trends

Changes in price, quantity and amount can be described by using certain verbs and nouns.

Total retail sales *grew* from 23,000 dollars to 45,000 dollars.

There was *a decrease in* clothing prices in the first quarter.

They can be quantified more precisely by using adjectives and adverbs.

Total retail sales grew *sharply* from 23,000 to 45,000 dollars.

There was a *steady* decrease in clothing prices in the first quarter.

Do the following adjectives represent a small change, considerable change or regular movement? Make adverbs.

steady    constant    significant    moderate    steep  
considerable    slow    slight    sharp    dramatic



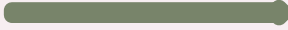
Turn the verbs from the left column into nouns for describing trends.

Verbs	Nouns
to rise	a rise
to increase	an increase
to grow	growth
to fall	a fall
to decrease	a decrease
to plunge	a plunge

Turn the adjectives from the left column into adverbs for describing trends.

	Adjective	Adverb
<b>major increase/decrease</b>	sharp dramatic steep quick rapid	sharply dramatic <sup>ally</sup> steeply quickly rapidly
<b>minor increase/decrease</b>	slow slight gradual steady	slowly slightly gradual <sup>ly</sup> steadily
<b>a key trend</b>	significant considerable substantial	significantly considerab <sup>ly</sup> substantial <sup>ly</sup>

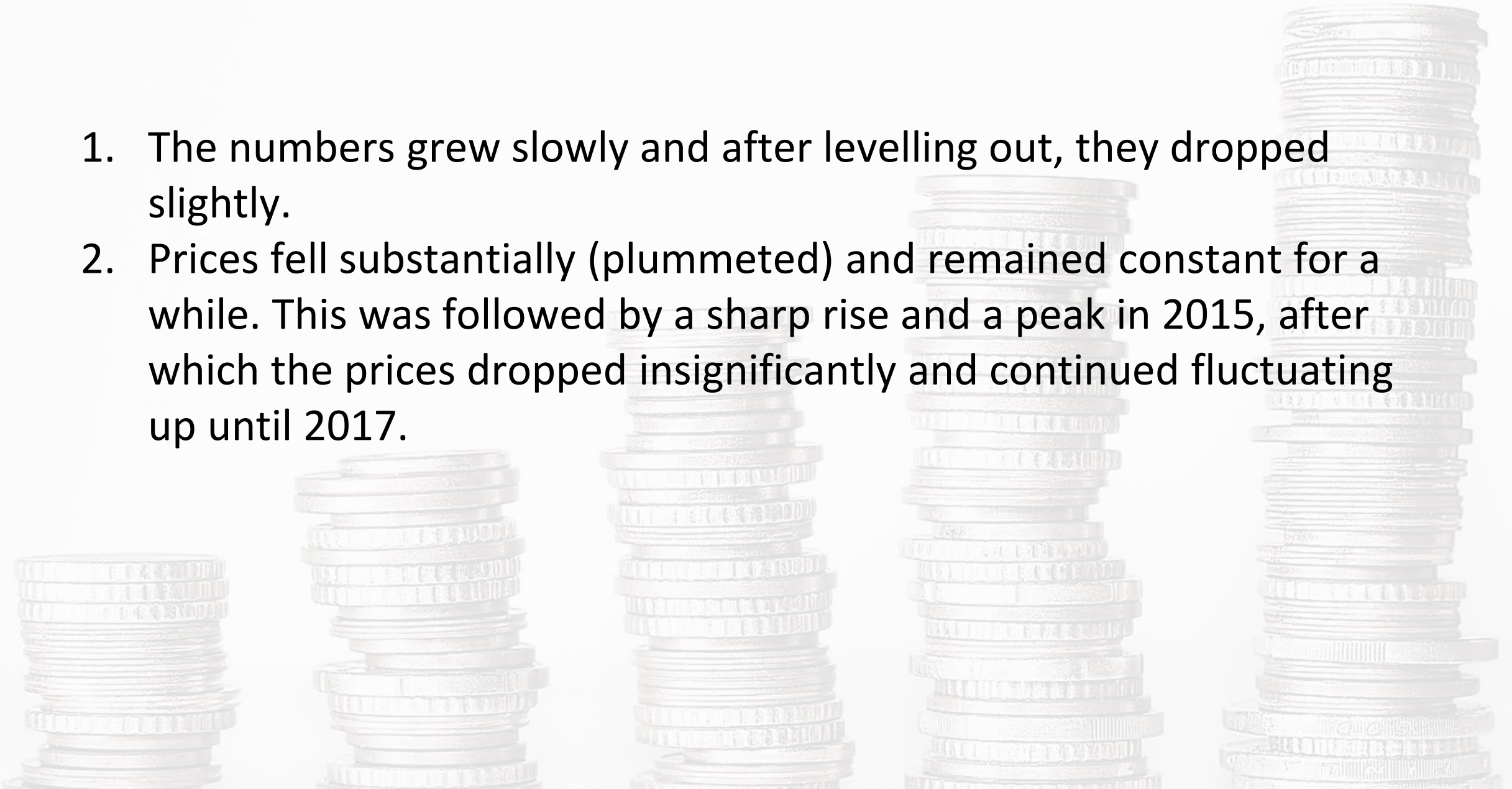
Look at the following verbs. Decide if they describe an upward trend, a downward trend or a stable trend.

collapse   go up   plummet   level off/out   stagnate   skyrocket   be constant   fall  
remain steady   soar   plunge   climb   grow   decrease   rise   stand at

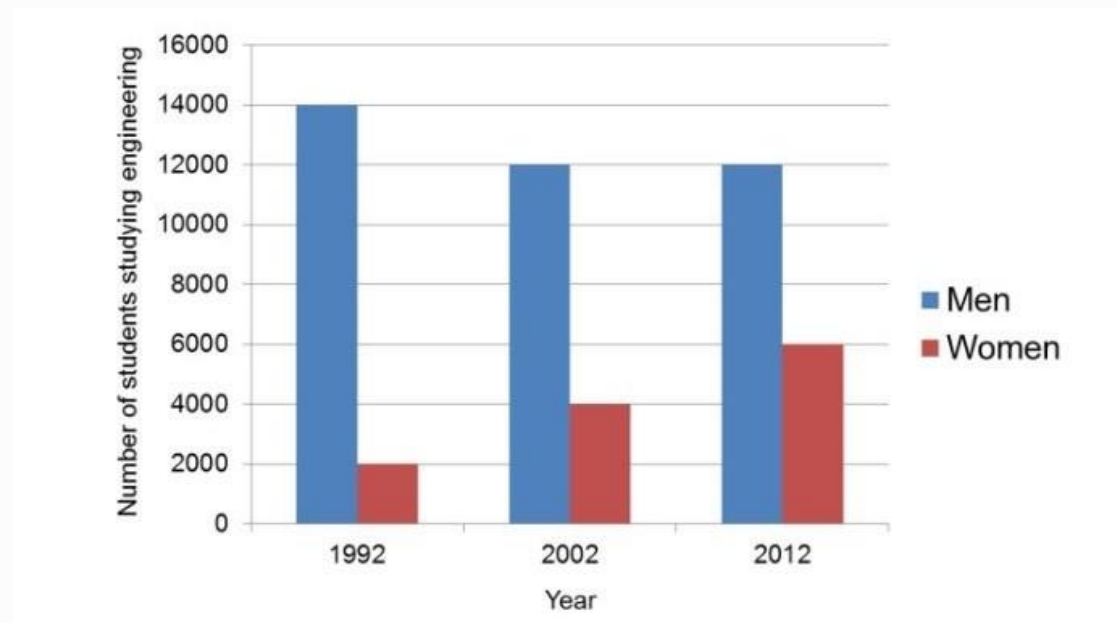
*Draw graphs based on the following descriptions:*

1. The numbers grew slowly and after levelling out, they dropped slightly.
2. Prices fell substantially (plummeted) and remained constant for a while. This was followed by a sharp rise and a peak in 2015, after which the prices dropped insignificantly and continued fluctuating up until 2017.





Look at the bar chart below showing the number of men and women studying engineering at Australian universities and fill in the gaps with the correct verb from the box.



increased    remained steady  
grew        fell  
rise

The bar chart illustrates the number of men and women studying engineering at Australian universities between the years 1992 and 2012.

It can be seen that the number of male students 1) fell slightly from 14,000 in 1992 to 12,000 in 2002, and then 2) remained steady through the following decade. The number of female students is relatively low, starting at 2,000 in 1992. However, while the number of men decreased, the number of women 3) increased.

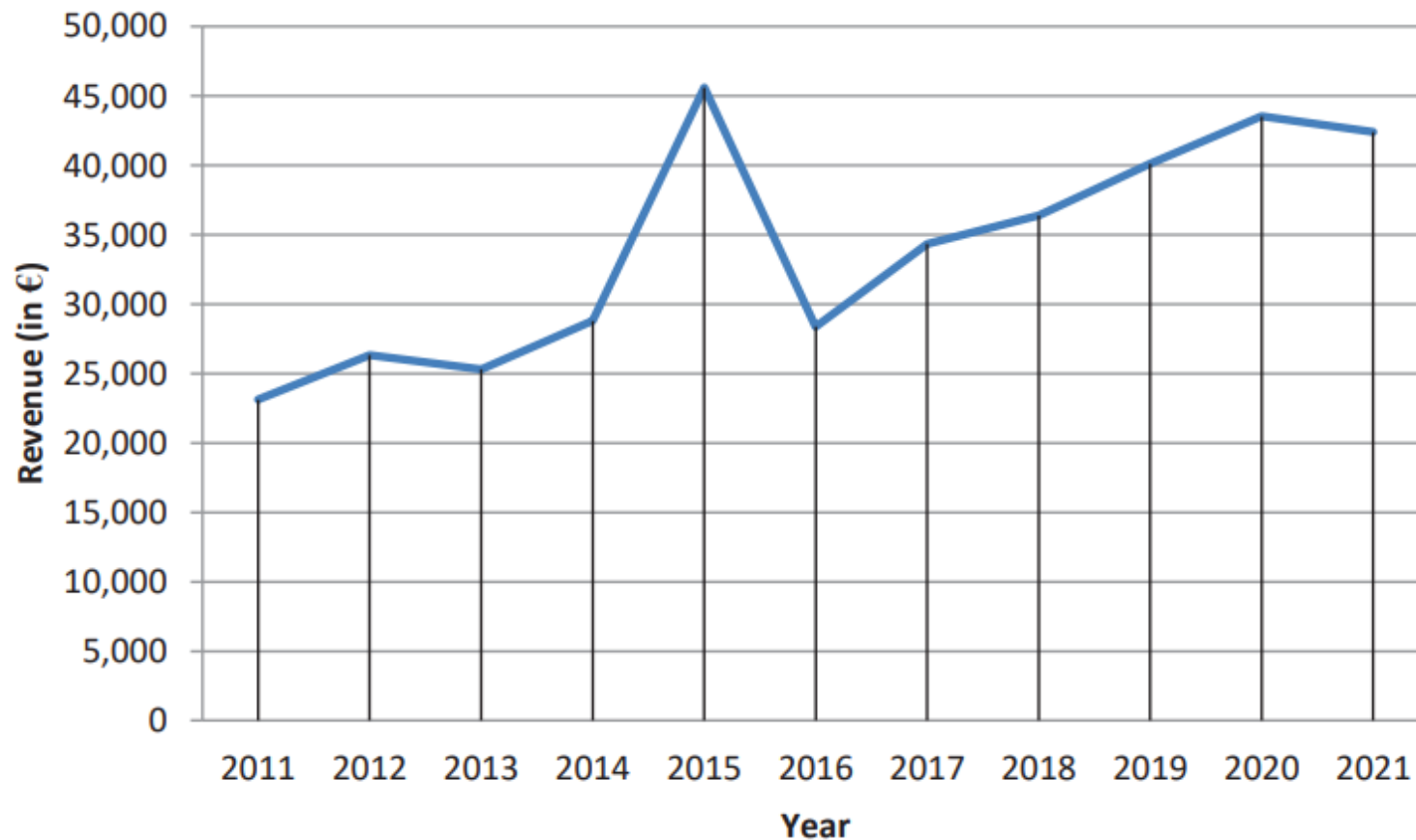
The number of female students 4) grew steadily by 2,000 each decade. This led to a 5) rise in the total number of engineering students from 16,000 to 18,000 in this period.



*How to describe  
graphs with a trend*

*This graph shows the revenue fluctuations of Foodzie, a fast food kiosk from Belgrade, over the period of 10 years.*

**How would you summarize the main trend?**



# Analyze the structure.

## Foodzie Revenue Report

This report represents the revenue fluctuations of Foodzie, a fast food kiosk from Belgrade, over the period of 10 years. As an overall trend, it is obvious from the graph that the revenue increased despite some fluctuations.

Between 2011 and 2012, there was a slight increase in revenue, followed by a moderate drop. In 2014, the revenue went up significantly and reached a peak in 2015, amounting to 45,000 euros. This means that between 2011 and 2015 the revenues almost doubled. After 2015, however, the revenue plummeted, and the amount the company generated fell by 30%.

Since this steep decline in 2016, the company's revenue has been climbing steadily.

### INTRODUCTION

Sentence 1- The graph shows / illustrates + what + where + when. Use Present Simple.

Sentence 2- Describe the overall trend without numbers.

### BODY

Describe the graph in detail (years & numbers).

Be precise - use the right verbs and adverbs.

Use linking words.

Mind the tenses.

### CONCLUSION

Summarize the trend without numbers.

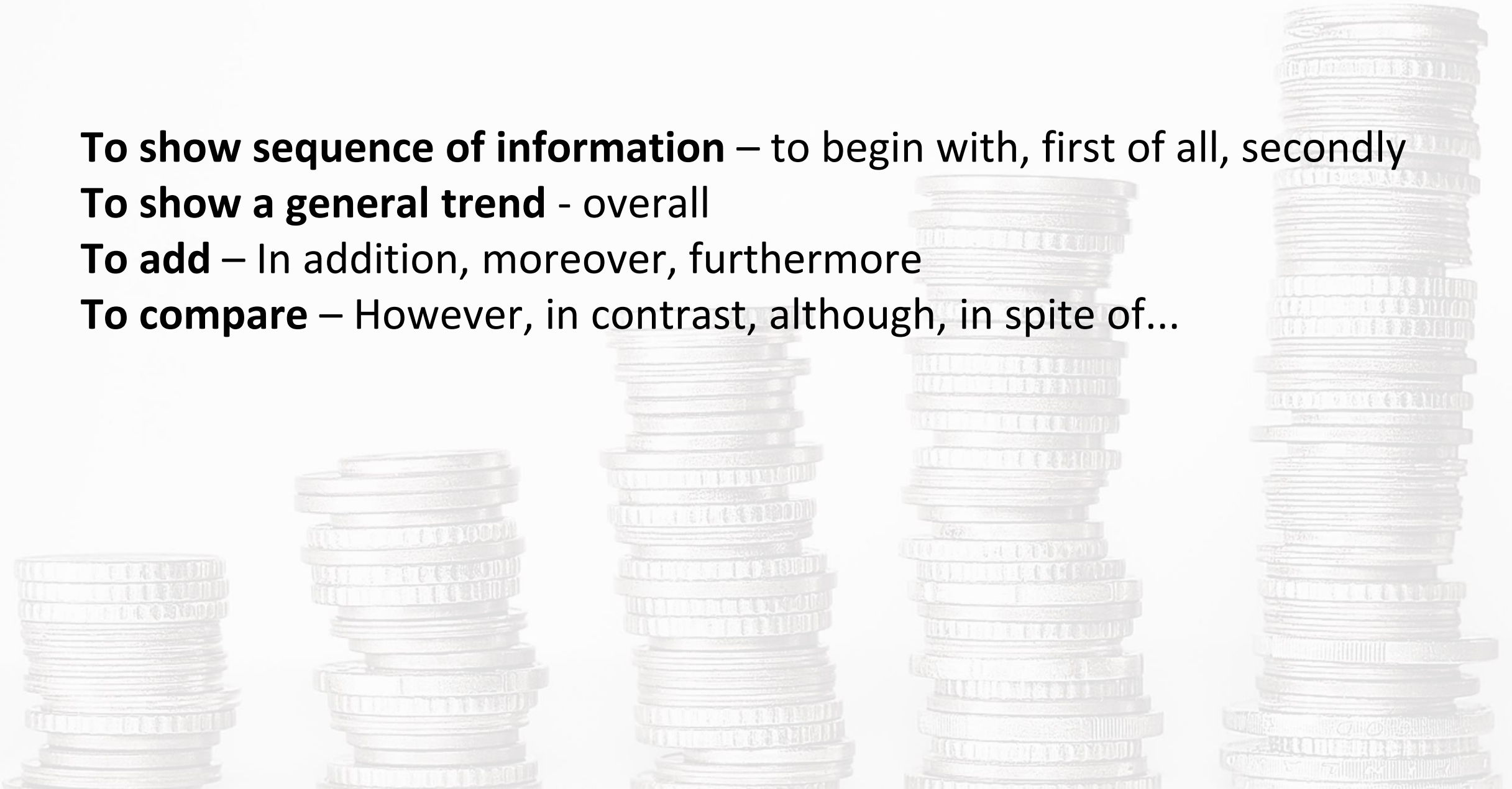
## *Linking words*

**To show sequence of information** – to begin with, first of all, secondly

**To show a general trend** - overall

**To add** – In addition, moreover, furthermore

**To compare** – However, in contrast, although, in spite of...



# Linking words

*However*

*in spite of that*

*overall*

*although*

*to begin with*

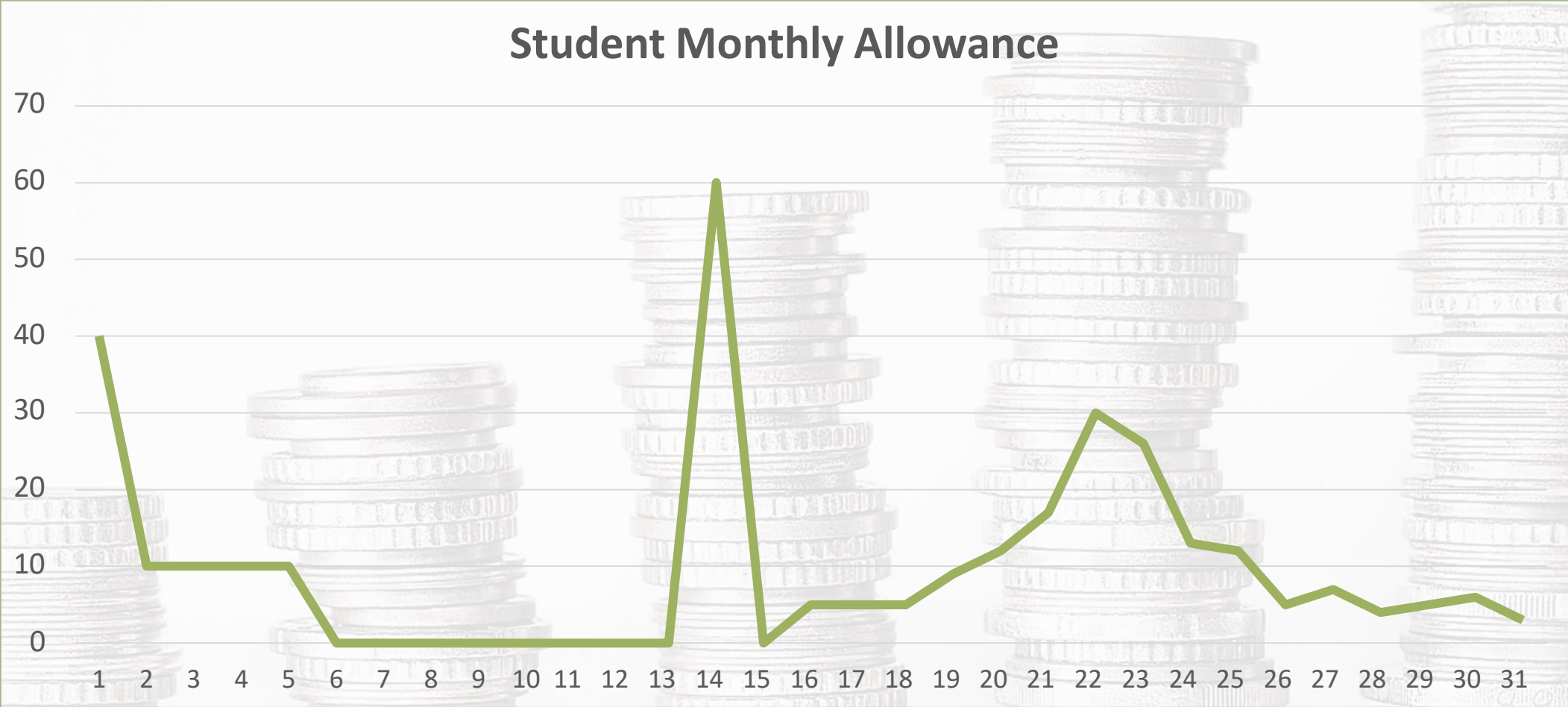
*in contrast*

- The two pie charts compare the percentages of online sales across different retail sectors in Canada in the two different years, 2005 and 2010.
- 1) Overall, the online sale of electronic item and home furnishing dropped. However, the craze for food and video games increased during the five years.
- *To begin with* 2) \_\_\_\_\_, in 2005, the majority of online sales was accounted for electronics and appliance sector with 35%. However, this percentage had dropped to 30% by 2010. *In contrast* 3) \_\_\_\_\_ during the same five-year period, the number of people deciding to buy food and beverages online increased, and the transactions went from just 22% to 32%, making it the retail sector with the largest proportion of the online market.
- In 2005, the home furnishing industry boasted an impressive 25% of the total online sales in Canada. *In spite of that* 4) \_\_\_\_\_, by 2010 the figure had fallen considerably to 15%. Interestingly, online sales of video games eventually overtook sales of home furnishing, 5) although video games still represented only 23% of the market.



*Over to you*

This line graph shows how one student spent his monthly allowance in January. The vertical axis shows the amount of money in dollars. Use words and phrases on page 43 to help you.





# *Diagram description - sample*

- The diagram shows a student's allowance expenditure over a month. Starting from \$40 spent on the first day of January, the amount **drops to** \$10 and **remains steady** for the next four days. On 6 January there is **a fall to** a few dollars a day. The sum **maintains the same level** until 14 January when it **rises sharply to a peak of** \$60. Then it **suddenly drops back to** a few dollars a day before it starts **increasing steadily** from 15 to 22 January. Having **reached a high point of** \$30 on 22 January, the expenditure **decreases gradually** for the rest of the month.

The background of the slide features four vertical stacks of coins, arranged from left to right in increasing order of height. The stacks are composed of numerous small, round coins, likely Euro cents, stacked on top of each other. The lighting is soft, creating a slight shadow on the surface the stacks are resting on. The text is centered horizontally and partially overlaps the middle two stacks.

Key to exercises on pp. 36-38

Page 36



# Page 36 - key

- 1 – c
- 2 – c – counterfoil – **priznanica**
- 3 – a – banker's draft – **ček / bankarska menica**
- 4 – b – bounce – **odbijen**
- 5 – a
- 6 – b
- 7 – a
- 8 – c – banker's reference – **garantno pismo**
- 9 – b – creditworthy – **kreditno sposoban**
- 10 – a
- 11 – b – direct debit – **direktno zaduženje**

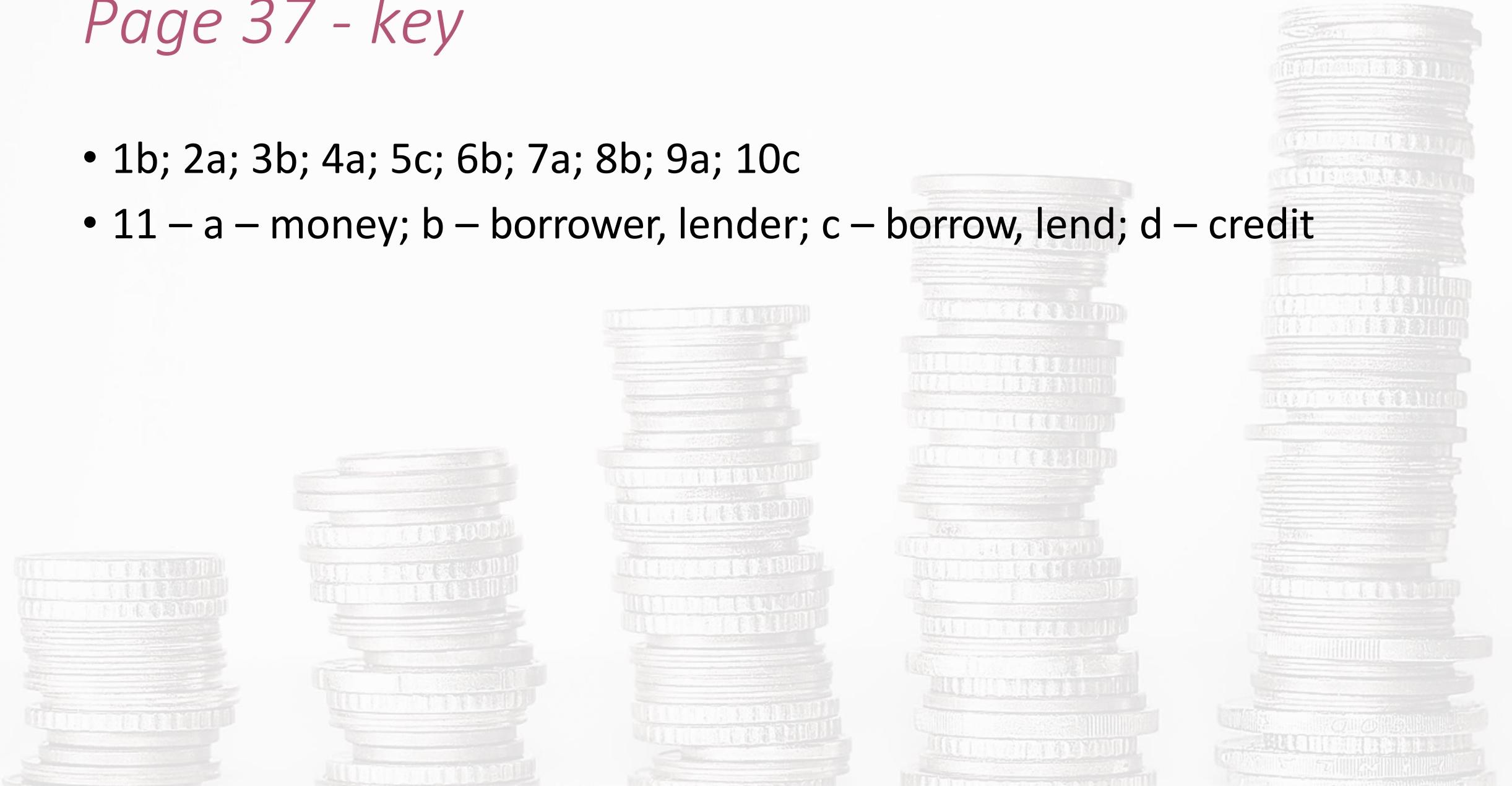
- 12 – b
- 13 – a (**Bankers Automated Clearing Service**)
- 14 – c

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## *Page 37 - key*

- 1b; 2a; 3b; 4a; 5c; 6b; 7a; 8b; 9a; 10c
- 11 – a – money; b – borrower, lender; c – borrow, lend; d – credit



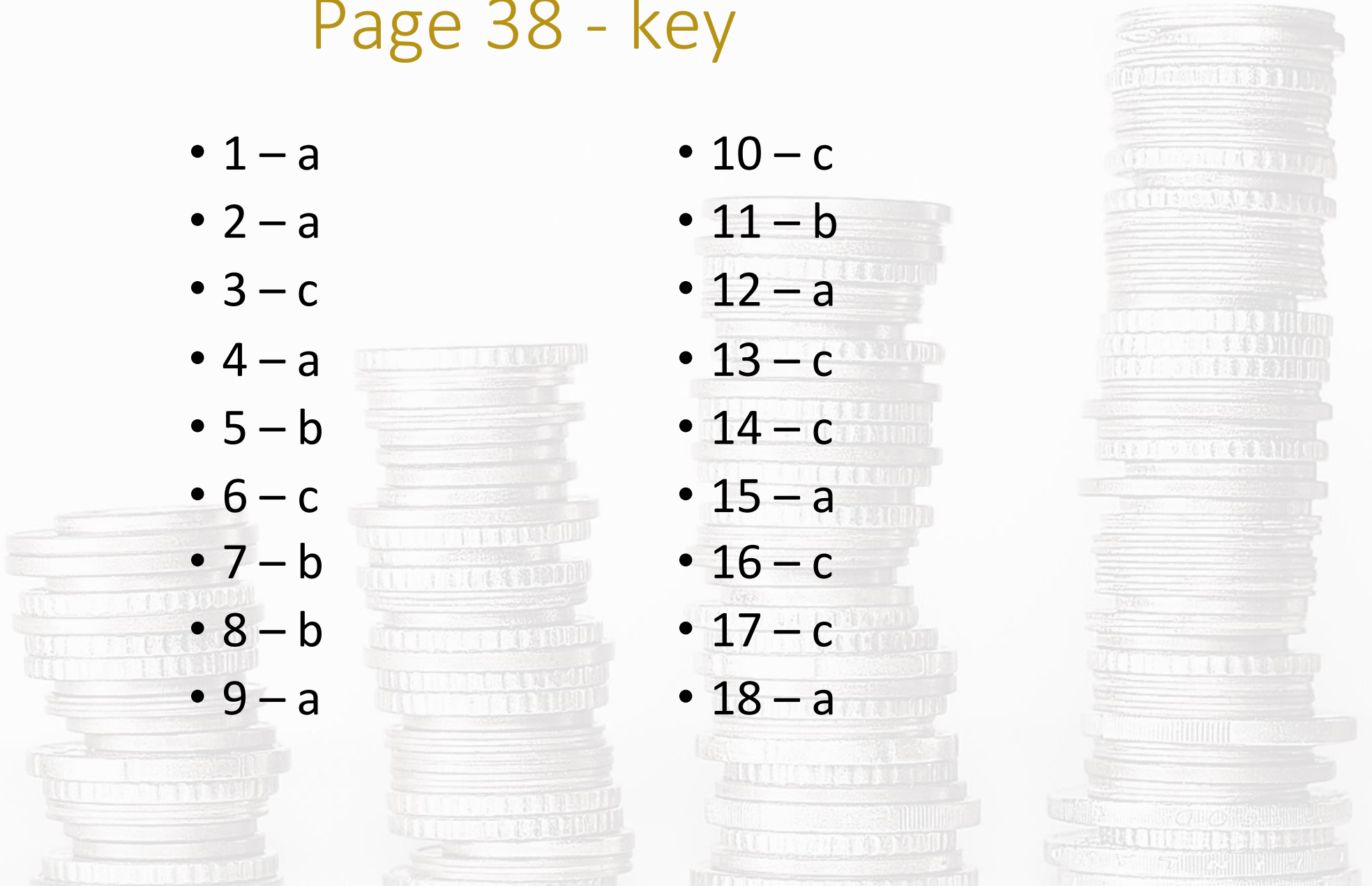
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# Page 38 - key

- 1 – a
- 2 – a
- 3 – c
- 4 – a
- 5 – b
- 6 – c
- 7 – b
- 8 – b
- 9 – a

- 10 – c
- 11 – b
- 12 – a
- 13 – c
- 14 – c
- 15 – a
- 16 – c
- 17 – c
- 18 – a







# *HOMework*

Topic 4 – Money and Banking

pp. 114 - 116

# *Homework - key*

## **Ex. 1**

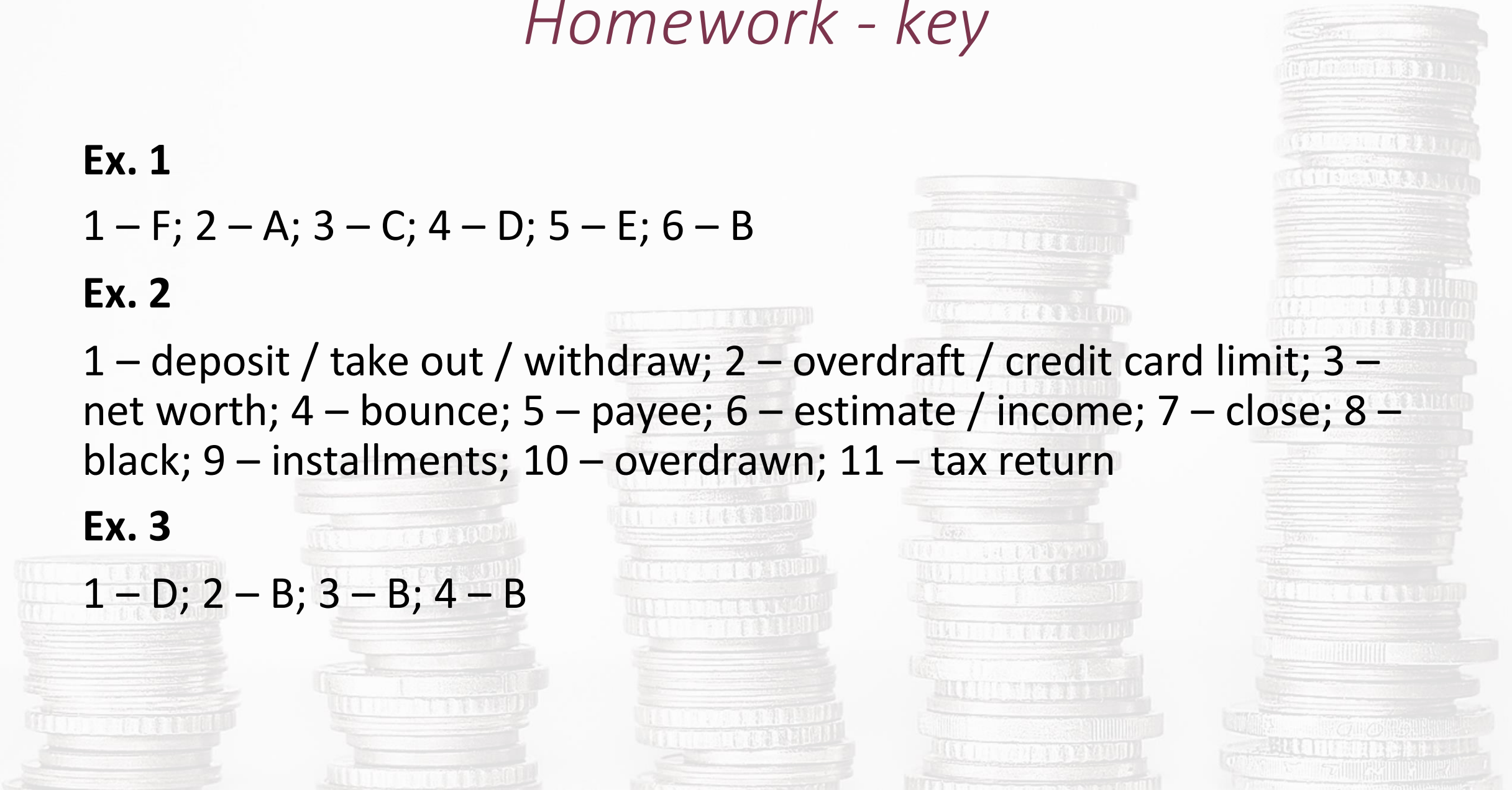
1 – F; 2 – A; 3 – C; 4 – D; 5 – E; 6 – B

## **Ex. 2**

1 – deposit / take out / withdraw; 2 – overdraft / credit card limit; 3 – net worth; 4 – bounce; 5 – payee; 6 – estimate / income; 7 – close; 8 – black; 9 – installments; 10 – overdrawn; 11 – tax return

## **Ex. 3**

1 – D; 2 – B; 3 – B; 4 – B





- **Ex. 4**

- 1 - E

- 2 - D

- 3 - F

- 4 - B

- 5 - A

- 6 - H

- 7 - G

- 8 - C

- **Ex. 5**

stood

rise

sharply

fell

reach

rocketed

gradual

- **Ex. 6**

1. Then profits will sharply increase for the rest of the year.

2. Costs will slightly decrease in the next few years.

3. Costs have been rising sharply for the last year.

4. I think profits will drop for the next two months.

5. Profits have remained steady for the last six months.