

# **Course: Business English**

## **Level 2**

Day №22

# Unit 11 MONEY

NOTES AND TRAVELERS CHEQUES

	WE BUY ACQUIRO	WE SELL VENDITA
BEST AND FAST	14968	12469
	17604	14664
	07398	06 162
	177 12	15082
	15768	13426
	17496	14898
	10206	8784
	8 1000	69718
	88020	75757
	1306 1	9302
	1340 1	96 19
	47 116	30477
	36362	20205
	18035	1135 1
	19363	19363
	4223 1	20876
	10945	6583



## Talking Point:

- ❖ How often do you exchange money?
- ❖ What expressions do you use when you want to exchange money?
- ❖ What documents do you present when you want to exchange money to another currency?

# Reading Activity



COUNTRY	CURRENCY	WE SELL
UNITED STATES ETAS-UNIS		1.1998
EUROPEAN UNION UNION EUROPEENNE		1.4996
ENGLAND ANGLETERRE		2.1998
JAPAN JAPON		0.0109
SWITZERLAND SUISSE		0.9895
AUSTRALIA AUSTRALIE		0.9596
DENMARK DANEMARK		2.084
HONG KONG HONG KONG		0.0166
ISRAEL ISRAEL		2.594
MEXICO MEXIQUE		0.1466
NEW ZEALAND NOUVELLE-ZELANDE		0.8597
NORWAY NORVEGE		0.1997
SINGAPORE SINGAPOUR		0.8420
SWEDEN SVEDE		0.1694

1

CLERK: Good morning.

CUSTOMER: Morning. I'd like to change US dollar traveler's check to Japanese yen please.

CLERK: Certainly. What amount are you changing?

CUSTOMER: 1,000 dollars.

CLERK: OK. Could I see the checks please? That's fine. The exchange rate is 118 yen to the dollar.

CUSTOMER: OK.

CLERK: Please sign the checks. The amount you'll receive is 118,000 yen.

CUSTOMER: Thank you.



2

CLERK: Good afternoon.

CUSTOMER: Hi. Can I change won to baht please?

CLERK: Sure. Checks or cash?

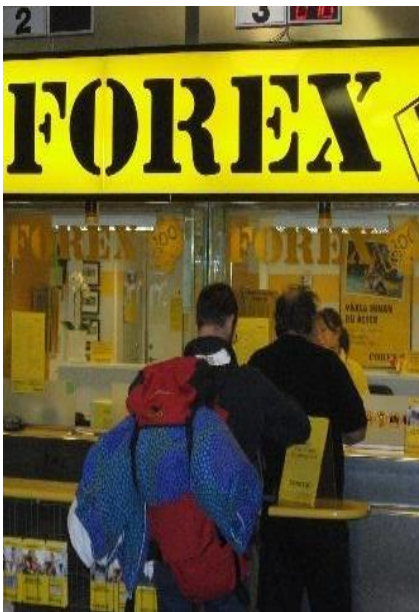
CUSTOMER: Cash. What's the exchange rate?

CLERK: 1000 won equals 3 baht.

CUSTOMER: OK. I'd like to change one million won please.

CLERK: Thank you. You'll receive 30,000 baht. Please sign here.

CUSTOMER: Thank you.



3

CLERK: Yes. Can I help you?

CUSTOMER: I'd like to buy Singapore dollars please, with Philippine pesos.

CLERK: OK. We only accept bank notes.

CUSTOMER: That's fine.

CLERK: How much are you changing?

CUSTOMER: What's the exchange rate?

CLERK: 30 pesos to the Singapore dollars.

CUSTOMER: I'll change 30,000 pesos.

CLERK: OK. You'll receive 1,000 Singaporean dollars.

CUSTOMER: Thank you.

## Comprehension check:

- a. Recall the details of the 3 conversations of people exchanging money at the bank. Write the numbers.

	Amount to change	Exchange rate	Amount received
Conversation 1			
Conversation 2			
Conversation 3			

- b. What currencies are being exchanged?

1 \_\_\_\_\_ to \_\_\_\_\_  
 2 \_\_\_\_\_ to \_\_\_\_\_  
 3 \_\_\_\_\_ to \_\_\_\_\_

# Unit 11 MONEY



## Talking Points

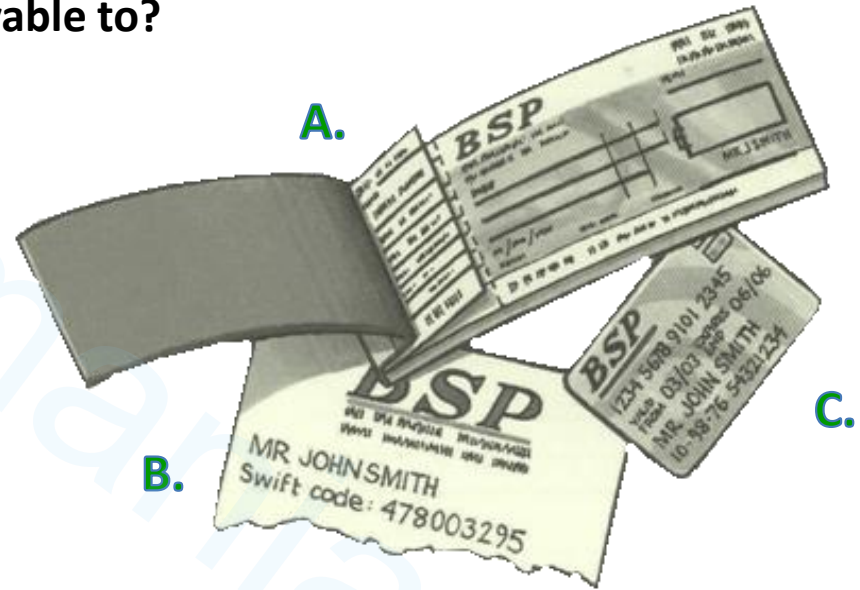
- ❖ How often do people use credit cards in your country?
- ❖ How do you pay your customers?
- ❖ How do your customers pay you?
- ❖ What are the other forms of payment you use in your country?



## Language Focus

a) Look at the questions below. Match each questions with a picture.

1. Who should we make the check payable to?
2. What's your bank's swift code?
3. What's your card number?
4. What's the expiration date?
5. What's your account number?
6. What cards do you accept?



b) Look at the questions again.

- Which questions would the customer ask?
- Write C next to the question. Which questions would the supplier ask?
- Write S next to the question.

# Listening Activity

a) When making a payment, what details does the customer need to give ? What details does the supplier need to give.

Credit card	Check	Bank transfer
Details the customer need to give name on card:	Details the customer needs to give:	Details the customer needs to give:
Details the supplier needs to give:	Details the supplier needs to give:	Details the supplier needs to give:

b) Now listen to a bank employee what details are needed. Check your answers as you listen .



# Communication activity

Do a role play with teacher.

## Situation 1

Look at the blank and credit card slip on the right.  
Ask teacher for the information you need to complete them.

## Situation 2

Now reverse roles. Listen to teacher's questions.  
Give the information teacher needs.

### **Bank transfer**

Your company name: Sukothai Trading Ltd.  
Account number: 072-2-2364567-9  
Bank: Siam Commercial Bank, Asoke Branch  
Bank address: Sino-Thai Tower, Asoke Road,  
Bangkok, 10110, Thailand  
Swift code: SICOTHBIK

### **Credit Card Payment**

Card type: Visa  
Number: 8989 123 456 789  
Expiration date: 10/04  
Name: your name

**Transfer form**

Company name.....

Account number.....

Bank .....

Bank address .....

.....

**Credit card details**

Card type.....

Number .....

Expiry date .....

Name .....

***Thank you for  
today!***

***I'm looking forward to  
seeing you again!***